FAX 3245
MF 3265

User Manual

SAGEM

Dear Customer,

Thank you very much for having decided to purchase a SAGEM fax machine. We hope that you will have lots of fun using your new laser fax machine. With your new fax machine you can send and receive faxes, make telephone calls, send and receive SMS messages, as well as make copies. The machine prints on ordinary copier and typewriter and photocopier paper. With the time stamp you can verify the exact arrival time of a fax transmission at its destination location. This function remains operative even after a loss of electrical power.

For printing purposes, your fax machine utilises the most up-to-date laser technology. The starter cartridge that is delivered with your fax machine is sufficient for up to 1,000 pages. With the additional toner cartridges, you can print out up to 3,000 pages. You will be able to receive toner cartridges and other accessories through our telephone ordering service (see reverse side).

You can connect the MF 3265 to your computer (PC with Microsoft Windows® 98 SE · 2000 · ME · XP), and can use the machine as a laser printer. You can also use it to scan documents for use on your computer.

Please read the user manual carefully, and always follow the safety instructions that are given there. Try out the many and various possibilities of your laser fax machine. You cannot damage the machine while making use of the functions that we have described in this user manual.

Fax

- Laser printer on ordinary paper
- Modem: Super G3 33k6 modem
- Fax memory: 120 pages
- Fax switch: Automatic · Manual · EXT/Answering machine · Fax
- Polling of fax transmissions
- Automatic document feeder for 20 documents
- Broadcast function
- Time stamp

Telephone

- Private branch exchange (PABX) possible
- Caller ID / CLIP
- Telephone book with up to 200 entries
- Ten groups with up to 199 entries
- Additional functions possible (toggling calls, call waiting, etc.)

Paper

- Paper tray for up to 250 sheets
- Ordinary typewriter and photocopier paper (60 to 90 g/m^2)

Copier

- 64 grey tones
- Speed: 10 pages per minute
- Automatic document feeder for 20 documents
- Resolution: Fast · Quality · Photo
- Zoom: 25 to 400 percent
- Up to 99 copies from one document

Printer

- Black and white laser printer
- Resolution 600 dpi
- Ten pages per minute

Lists and Reports

- Functions list
- Journal (30 SMS or fax transmissions and telephone calls)
- Entries and groups in the telephone book
- Overview of the machine settings
- List of the pending transmissions
- Transmission report

SMS

- 160/640 characters*****
- Memory for 30 messages
- Automatic printing
- Notification*****
- Sending and receiving with sub-address (Terminal ID)*****
- SMS to e-mail or fax*****

(*****depending on country and network)

Scanner

- Resolution: 256 grey tones
- Speed: Six seconds for one A4 page
- Automatic document feeder for 20 documents

Computer-Connection (MF 3265)

- For PC
- Microsoft Windows® 98 SE · 2000 · ME · XP
- USB connection (1.1 as well as 2.0 full speed)
- Installation CD with automatic installation
- TWAIN scanner driver
- Paper Port 8.0
- Printing from the computer (ten pages per minute)
- Add and edit telephone book entries

Table of Contents

Safety Instructions. 4

Overview 6

Description of the Machine 6
Operation Panel with LCD Display 7
Package Contents 8

1. Installation 8

Unpacking and Connecting 8
Toner Cartridge 9
Paper 12
Special Telephone Connections 12
Additional Devices 13
Easylink 14

2. Settings 15

Setting the Country 15
Setting the Language 15
Setting the Date and Time 15
Entering Your Telephone Number and Name . . . 15
Page Header 15
Ring Tone 16
Resolution 16
Protected Fax Reception 16
Locking the Machine 17
Energy Saving Mode 17
Setting the Fax Reception Mode 17

3. Telephone 19

Making a Telephone Call 19
Redialling 19
The Telephone Book 19
Quick Search 20
Groups 20
Chain Dialling 20
Printing the Telephone Book 20
Additional Telephone Services 20
Calling Line Identification* 21

4. Fax 22

Inserting Documents 22
Sending a Fax 22
Manually Sending a Fax 23
Speed 23
Transmission Report 23
Fax Reception 23
Sorted Print-Outs 24
Printing Multiple Copies 24
Time Stamp 24
Broadcast Transmissions 24
Time-Deferred Sending 25
Fax Polling 25
Journal 26
Jobs 26

5. Copier 27

Making Copies Automatically 27
Adjusting Copies 27

6. SMS* 28

Sending SMS Messages 28
Receiving SMS Messages 28
Reading SMS Messages 28
Printing SMS Messages 29
Deleting SMS Messages 29
Sending SMS Messages to E-mail or Fax 29
Advanced Sending Options 29
SMS Settings 30
Text2Fax* 31

7. PC Connection** 32

Requirements 32
Installing the Software 32
Uninstalling the Software 33
Using the Companion Suite 34
Editing the Telephone Book 34
Settings 35
Displaying the Toner Level 35
Printing from Computer 35
Scanning 36

8. Troubleshooting 37

Paper or Document Jams 37
Cleaning 37

Appendix 38

Glossary 38
Abbreviations 39
Functions List 41
Technical Data 42
Guarantee 43
Index 45

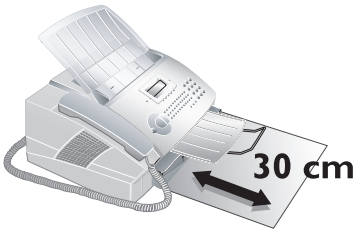
* Depending on country and telephone network
** MF 3265

Table of Contents

Safety Instructions

In order to avoid possible dangers, damage or malfunctions, please heed the following safety instructions for the setup and operation of your fax machine.

◆ Make sure that the fax machine is stable and secure, on a smooth, level surface (do not place the machine on carpets or similar surfaces). If the fax machine should fall, it can be damaged or can cause injury to people, especially small children. The distance between the fax machine and other appliances or objects, must be at least 15 centimetres. Position all cables in such a way that no one will stumble on them, thus avoiding possible injuries to persons and/or damage to the cables or to the fax machine itself. Allow a space of at least 30 centimetres in front of the fax machine, since documents and print-outs are dispensed on the front side of the machine.



Always avoid direct sunlight as well as immediate proximity to heaters, air-conditioning units, radios, and television sets. If you use an additional cordless telephone, you should maintain a distance of at least 15 centimetres between the laser fax machine and the base station of the cordless device. Otherwise, acoustic disturbances may occur in the cordless telephone device.

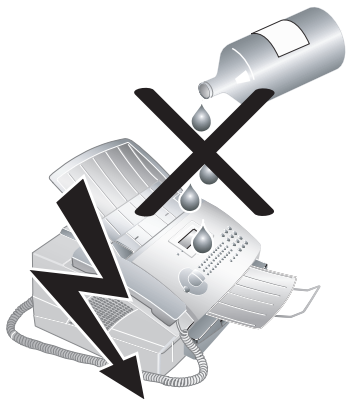
Do not allow children to handle the fax machine without supervision. The packing materials should be kept out of the hands of children.

◆ The area in which you operate the fax machine must be adequately ventilated, especially if the machine is used frequently. Set up your laser fax machine in such a way that the flow of the exhaust air stream points away from the work station.

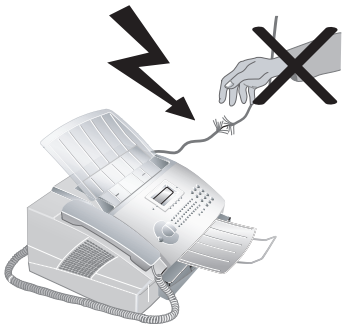
◆ The fax machine may not be covered. Do not put your fax machine in closed cabinets or boxes. Do not place the machine on soft surfaces such as carpets or cushions and do not cover the ventilation slits. Otherwise, the fax machine can overheat and catch on fire. In the event that your fax machine becomes too hot, or if you see smoke coming from the device, you must immediately pull the mains cable out of the power socket. Have your fax machine examined by trained professionals at a technical service location.

◆ Do not connect the telephone cord or mains cable in areas where there is moisture of any kind. Never touch the mains cable, the mains connection or the telephone socket with wet hands.

Do not allow liquids or foreign parts to enter into the fax machine! Otherwise, people using the device are at risk to electric shocks. In addition, the fax machine itself could suffer serious damage. Should liquids or foreign parts nevertheless enter into the machine, you must immediately pull out the mains cable and have your fax machine examined by the trained personnel at a technical service site. Never leave your fax machine outside when it is raining. During a thunderstorm, you should disconnect your fax machine from the electrical power source and from the telephone network. If that is not possible, then do not use your fax machine or make any telephone calls. Otherwise, there is a risk of lightning strikes to the user or damage to the fax machine. Before cleaning the surface of the fax machine, disconnect the device from the electrical power source and from the telephone network. Do not use any liquid or gaseous cleaning agents on your fax machine (sprays, abrasives, etc.) and do not employ cleaning agents that contain alcohol.



◆ If the casing or the mains cable become damaged in any way, please pull the mains cable out of the power socket. Never touch telephone cords or mains cables that are not insulated or whose insulation has been damaged without first disconnecting the telephone and mains cable from the network. Only trained personnel from a technical service location may open the housing of your fax machine.



- Neither telephone nor fax will operate during power failure.

- Never open the toner cartridge. If toner dust escapes, you should avoid allowing it to contact your skin and eyes. Store both new and used cartridges in a place where they will not come into the hands of children. In case of a paper jam, do not forcefully remove the paper, but rather carefully pull it out of the fax machine and throw it away carefully: It is possible that the toner may not be completely set on the print-out, and toner dust could be released into the air. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set.

If the LCD should break, a mildly caustic liquid can escape. Absolutely avoid all contact with your skin and eyes.

- Your fax machine has been tested in conformity with standards EN 60950-1 and IEC 60950-1 and should only be operated with telephone systems and power equipment that meet these standards. This fax machine was built exclusively for use in the indicated sales region. It conforms to the regulations of the telephone company of the country. Do not perform any other adjustments and do not carry out any other procedures apart from those described in this user manual.

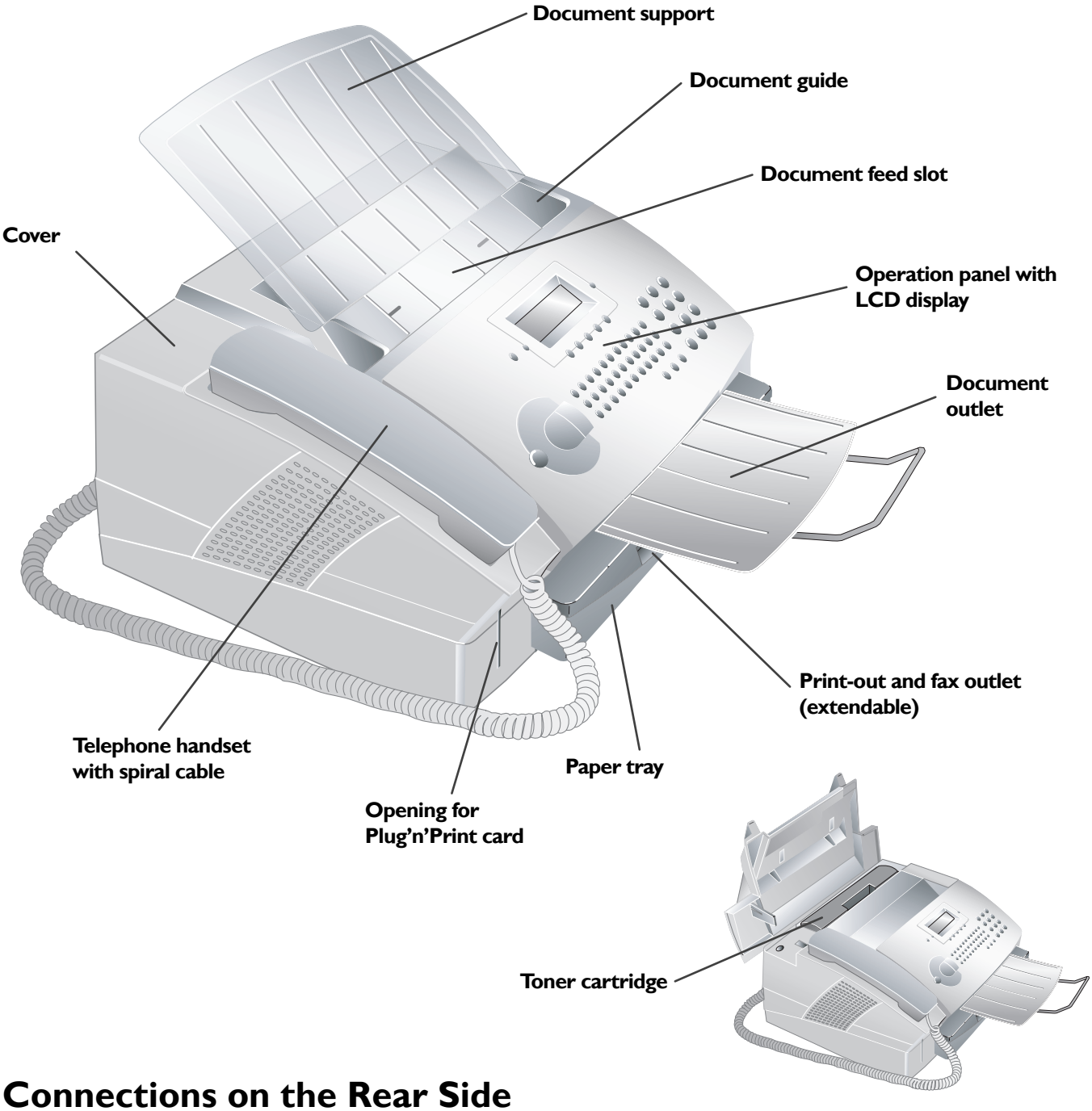
Laser-Safety

Your fax machine operates with laser beams. Only a qualified service technician should open the fax machine and carry out service operations; otherwise there is a risk of eye injuries resulting from both visible and invisible laser radiation.

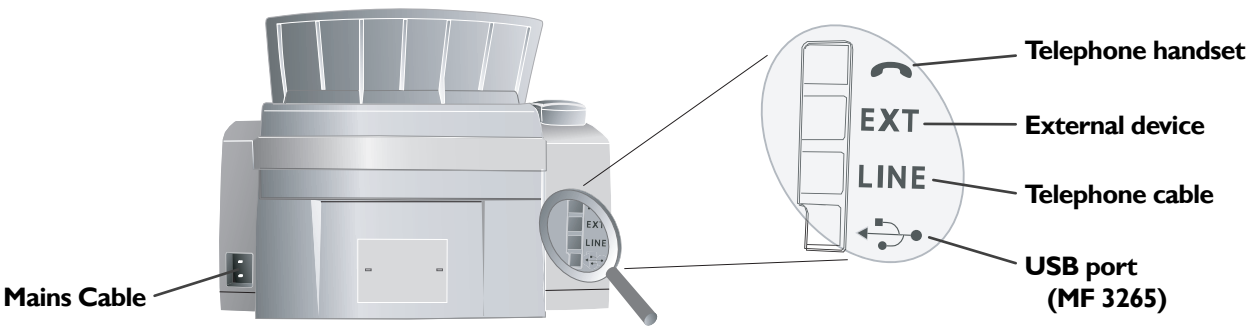
Class 1 laser product

Overview

Description of the Machine

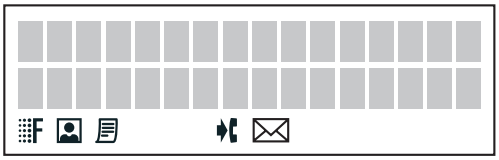


Connections on the Rear Side



Operation Panel with LCD Display

Symbols on the LCD Display

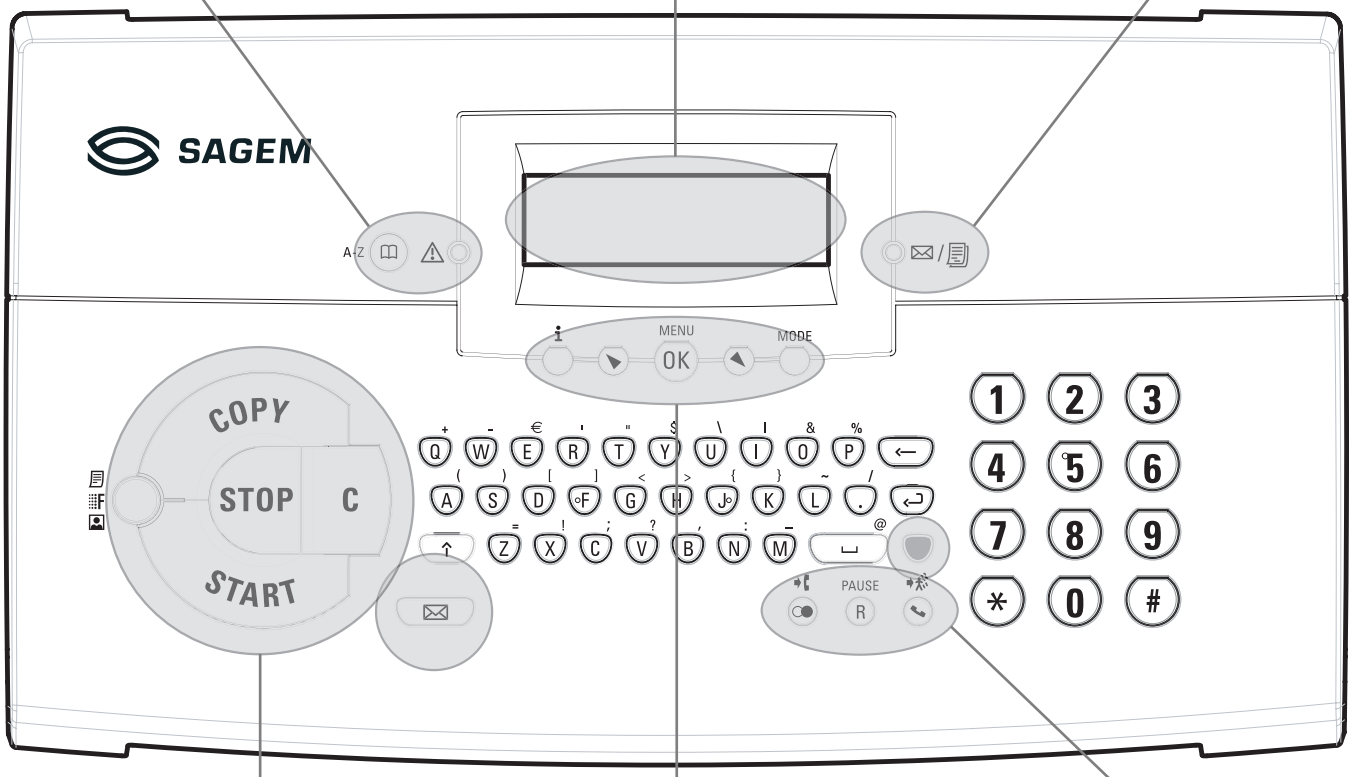


—**SFINE** resolution configured
—**PHOTO** resolution configured
—**FINE** resolution configured
—Incoming calls during absence
—Incoming SMS messages

A-Z —Access telephone book functions

Red lamp —If the lamp flashes, please read what is indicated on the display

Green Lamp —It flashes whenever an SMS message has arrived or when a document is waiting to be retrieved from the fax memory



COPY—Press twice: Make copies automatically. Press once: Modify copies

STOP—Interrupt an ongoing operation without saving / Eject document

START—Start a fax transmission or fax reception

/ / —Set resolution (**NORMAL**, **FINE**—, **SFINE**—, **PHOTO**—)

C—Delete / One menu step back

—Read, edit or send SMS messages

/ —Select options / Move the cursor on the display

—Print list of functions, jobs, settings / Start quick install / Print out fax journal or telephone book

MENU/OK—
Access functions / Confirm input

MODE—Fax reception mode
MANUAL, FAX, EXT/ ANSW., AUTOMATIC

/ —List of the last ten numbers dialled
Blue key and / —List of last ten callers

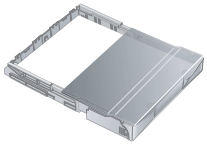
R/PAUSE—Access special functions
Blue key and **R/PAUSE**—Insert dialling pause

/ —Dial with handset in place
Blue key and / —Attach additional entry to a fax broadcast

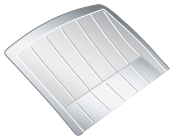
Press the blue key and the corresponding letter key to enter the symbols shown above it

Package Contents

Fax machine

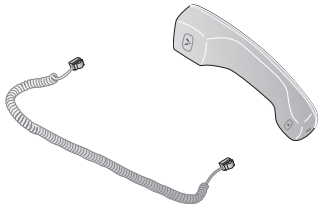


Paper tray

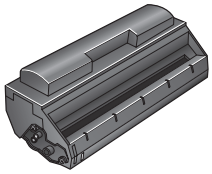


Document support

Document outlet tray



Telephone handset and spiral cable



Starter cartridge

Mains cable

Telephone cable
(specific to each country)

User manual

Installation guide

Installation CD
(MF 3265)

1. Installation

Unpacking and Connecting

Attaching the Document Support

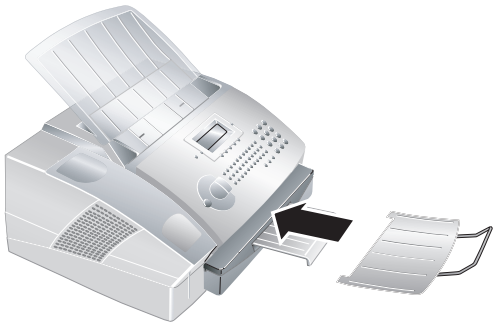
Insert the document support into the two openings in the cover. The document support should snap securely into place.

Extending the Print-out and fax outlet tray

Pull the print-out and fax outlet tray out of the paper tray cover.

Attaching the Document outlet tray

Insert the document outlet tray into the two openings under the operation panel.



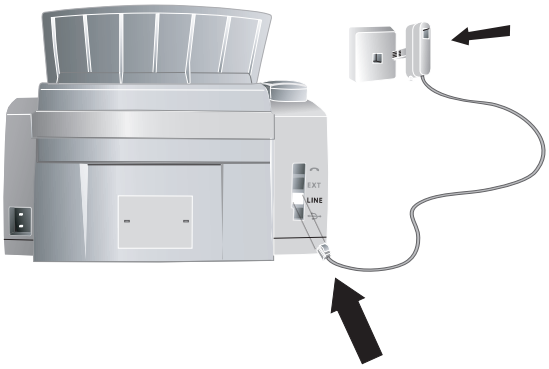
Connecting the Telephone Handset

Plug one end of the spiral cable into the socket on the telephone handset. Plug the other end of the spiral cable into the socket located on the rear side of the machine, which is designated by the symbol .

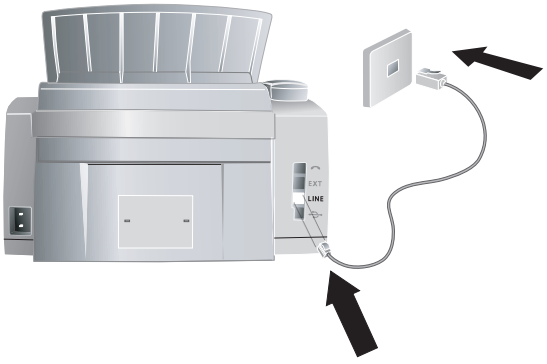
Connecting the Telephone Cable

Connect the telephone cable to the fax machine by plugging it into the socket located on the rear side of the machine and designated by the word **LINE**. Insert the telephone plug into your PTT line socket.

In GB

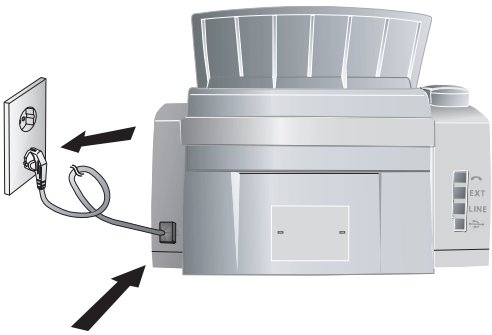


For all other countries



Connecting the Mains Cable

Insert the mains cable into the connection located on the rear side of the fax machine. Connect the mains cable to the electrical socket.



Once the fax machine is connected to the power supply, the quick install process will immediately commence. You will be asked to select your country and to enter your number and name as well as the date and time (see chapter on **Settings**). If you would like to perform a quick install again, simply press **i**, and select it with ▶/◀ HELP PAGE: 2 INSTALLATION. Confirm with **OK**.

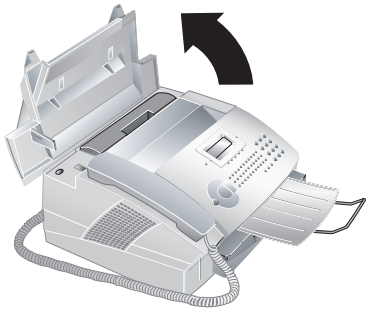
Toner Cartridge

New Toner Cartridge

Before you can receive documents, make copies, or print, a toner cartridge must be inserted into the fax machine. Fore this reason, a starter cartridge is supplied with the machine (this cartridge has a capacity of approximately 1,000 pages). The toner level memory for this starter cartridge was set at the factory. The starter cartridge need not be updated with a Plug'n'Print card. For each additional toner cartridge that you insert into your fax machine, you must update the toner level memory with the Plug'n'Print card provided.

Tip In order to guarantee a good print quality, use only original SAGEM toner cartridges. Other toner cartridges can cause damage to the fax machine. Use of other toner cartridges also voids the guarantee.

1 Open the cover by taking hold of **both** document guides and tipping the cover backward.



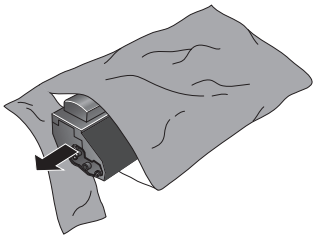
2 Remove the old toner cartridge, by gripping it at the recess in the middle and pulling it upward.

Tip Carefully remove the toner cartridge from the device so that no toner dust spills out. Take care where you place the toner cartridge, escaping toner dust may soil the surface.

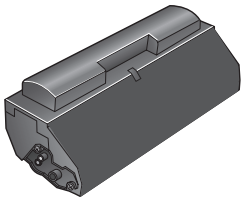
Store opened or used toner cartridges in their original packing or in a plastic bag in order to prevent toner dust from escaping. Dispose of old toner cartridges by turning them in at specialised shops or at a waste collection site. Never dispose of toner cartridges by throwing them into fire. Toner cartridges should never be allowed into the hands of children.

Never open a toner cartridge. If toner dust is released into the air, you should avoid allowing it to contact your skin and eyes. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set.

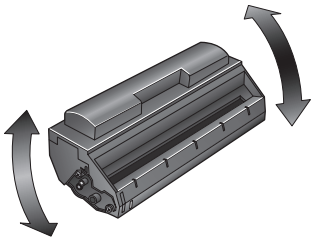
3 Take the new toner cartridge from the package.



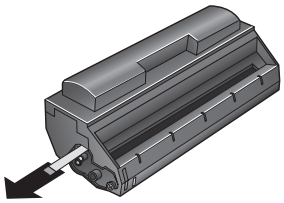
4 Remove the black protective foil and other packaging material, **but do not yet** remove the protective strip from the cartridge.



5 Shake the new toner cartridge back and forth several times in order to distribute the toner evenly, thereby improving the print quality.



6 **Only after** removing the other packaging, completely pull off the protection strip located on the left side of the cartridge .



Once you have removed the protection strip, do not shake the toner cartridge any more. Otherwise, it is possible that toner dust will be released into the air.

7 Place the toner cartridge into your laser fax machine. The cartridge should snap securely into position.

8 Close the cover. Make sure that the cover snaps securely into position on both sides.

9 NEW CARTRIDGE? appears on the display. Confirm with **OK**.

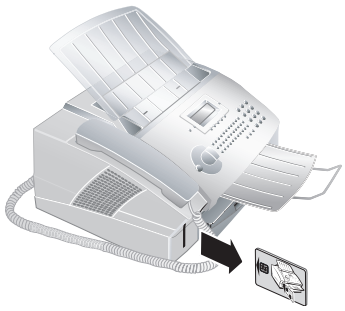
10 Wait until INSERT CARD appears on the display. Push the Plug'n'Print card of the new toner cartridge into the opening on the left side next to the paper tray, with the contacts facing to the left. (Only the starter cartridge can be used without inserting a Plug'n'Print card.)

Tip Should the error message CANNOT READ CARD appear on the display, you may have inserted the Plug'n'Print card incorrectly. The contacts must face to the left as you insert the card into the machine.

11 It may take a moment to update the cartridge. When the process is completed, the following appears on the display:

ACTION COMPLETED / REMOVE CARD

12 Pull the Plug'n'Print card out of the fax machine.



You can interrupt the recharging process at any time by simply pressing **STOP**. However, the toner level memory must be updated for each new toner cartridge. If you have pressed the **STOP** key by mistake, you can restart the recharging process as follows:

1 Press **MENU/OK**, ⑥② and **OK**

2 Select NEW BLACK with ▶/◀, and confirm with **OK**. Select YES with ▶/◀. After a short time, the fax machine will ask you to insert the Plug'n'Print card.

If the toner level of your cartridge is low, then every time you open and close the cover, the following question will appear on the display: BLACK=NEW? If you have not installed a new cartridge, press **STOP**. If you have installed a new cartridge, press **OK** and follow the description set forth above.

Displaying the Toner Level

Whenever you insert a new toner cartridge, you must update the toner level memory of your fax machine with the Plug'n'Print card that is included with the new cartridge. Your fax machine registers the extent of toner usage for every printout and calculates the toner level of the cartridge based on this. The indicated toner level is only meaningful if you update each new toner cartridge with the Plug'n'Print card provided.

1 Press **MENU/OK**, ⑥② and **OK**.

2 Select CART CAPACITY with ▶/◀ and confirm with **OK**. The toner level of the toner cartridge is indicated by a percentile value between 100 percent (full) and 0 percent (empty).

3 Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

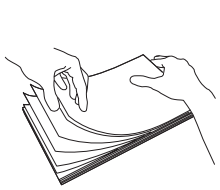
Paper

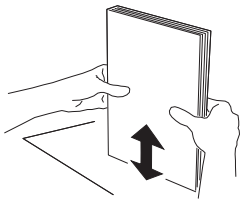
Before your fax machine will be ready to make copies or receive faxes, you must load paper into the machine. Use the following paper sizes: **A4**, 210 × 297 millimetres. Your fax machine works with normal copier paper and with typewriter paper (60 to 90 g/m²).

Loading Paper

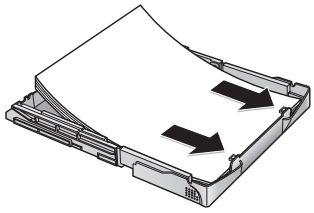
1 Pull out the paper tray.

2 Separate the paper sheets by fanning them out, then align them by tapping edge of the stack lightly against a flat surface. This will prevent several sheets of paper from being drawn in all at once.

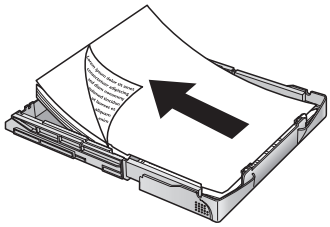




3 Remove the cover from the paper tray. Put in only as much paper as will fit under the raised limit markers on the upper edge of the paper tray (see also the drawings on the cover of the paper tray). You can load up to 250 sheets into the paper tray.

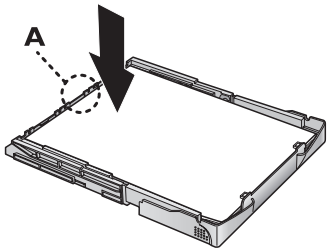


4 If you would like to print on an input sheet (for example, forms or stationery), place the input sheet face down in the paper tray, with the top of the page toward the rear.



Tip Forms that have been printed out by a laser printer are not suitable for further printing. This can lead to a paper jam. If a paper jam should occur, follow the suggestions set forth in the chapter entitled **Troubleshooting** / Paper Jam.

5 Press the paper down until the lever (**A**) snaps into place at the rear of the paper tray.



6 Place the cover back on the paper tray. Push the paper tray into the fax machine all the way to the stopping point.

! Do not pull out the paper tray while the fax machine is in the process of printing. This can lead to a paper jam. If a paper jam should occur, follow the suggestions set forth in the chapter entitled **Troubleshooting** / Paper Jam.

Special Telephone Connections

ISDN Systems

Your fax machine is an analogue fax machine (Group 3). It is not an ISDN fax machine (Group 4), and therefore it cannot be operated directly on an ISDN connection. In order to do this, you need either an analogue adapter or a connection for analogue terminals. For additional information, please consult the user manual of your ISDN system or ask your telephone service provider.

Private Branch Exchange / PABX

Private branch exchanges (PABX) are customary in all larger businesses. Before making a telephone call or sending a fax, you must press an outside line access code in or-

der to get a connection to the public telephone network from a private branch exchange.

1 Press **MENU/OK**, ①⑤ and **OK**. Select NETWORK TYPE with ▶/◀. Confirm with **OK**.

2 Select PSTN or PABX with ▶/◀.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

If you are operating the fax machine within a PABX, use function 15 to set the machine to the appropriate length for internal numbers and to set the code that must be dialled in order to access a public telephone line.

1 Press **MENU/OK**, ①⑤ and **OK**. Select PREFIX with ▶/◀. Confirm with **OK**.

2 Input the appropriate length for internal numbers. The default is 10. Delete the digits with the ← key. Assume the longest internal number, then add one digit to that. For example, if your direct dial numbers consist of four digits, then you should input ⑤.

3 Confirm with **OK**.

4 Input the outside line access code that is required in order to reach the public telephone network. In most cases, this will be ⓪. (If necessary, you may want to ask your telephone system provider.)

5 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Tip Once these settings are in place, you will no longer need to prefix the outside line access code every time you enter an external number. The fax machine will automatically add the outside line access code in front of numbers that are longer than the configured direct dial numbers.

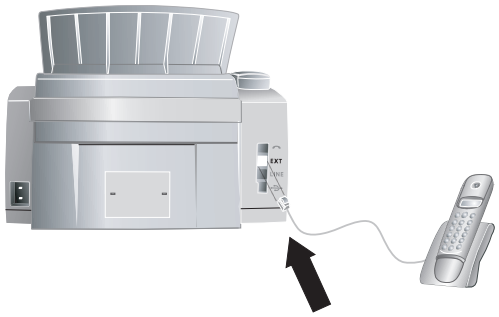
Additional Devices

You can connect other devices to your PTT line apart from your fax machine, for example, cordless telephones, answering machines or modems. If you would like to utilise special peripheral equipment with your fax machine, you should contact your dealer. **For GB:** As long as the Ringer Equivalent Number (REN value) on the line doesn't exceed 4. The REN value of this device is 1.

If you are using cordless telephone with SMS function on the same connection, then the specific device at which you will receive and SMS message will depend on the specific manufacturer. Only one of the devices will receive the SMS message. Try to turn off the SMS reception on your cordless telephone.

Connection to the Fax Machine

You can connect additional devices directly to your fax machine. In particular, you may connect external answering machines in the following manner: Plug the telephone cable of the peripheral device into the **EXT** socket (RJ-11 connection) of your fax machine.

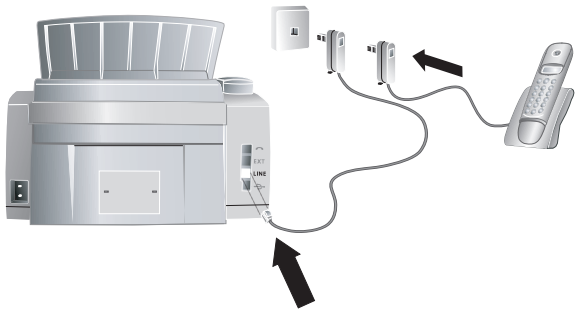


If you connect your peripheral device via the **EXT** socket, the fax switch of the machine will function optimally and will be able to control the peripheral devices (see the chapter **Settings** / Fax Reception Mode).

Connection to the Telephone Line

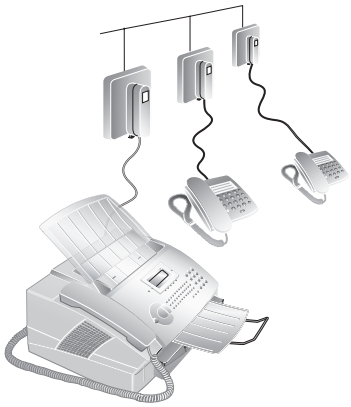
You can connect additional devices to the same telephone socket. Make sure the fax machine is the first device connected to the line.

In GB

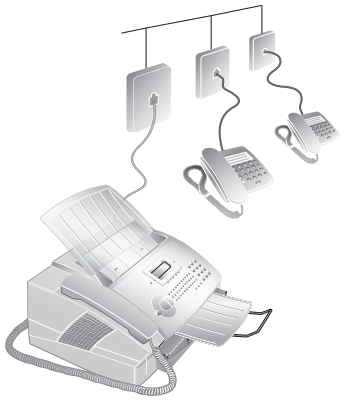


You can connect additional devices to separate sockets on the same line even if they are in different rooms

In GB



For all other countries



Easylink

The Easylink function provides assistance in the use of external devices that are connected to the same telephone line. To this end, additional telephones must be set to the tone dialling mode (DTMF tones). Refer to your telephone's user manual to determine how you may set your device to the tone dialling mode.

Starting Fax Reception

If you lift up the handset on the fax machine and hear a whistling tone or silence, you are receiving a fax call. Press **START** and then hang up. The fax machine is receiving a fax transmission.

If you get a fax call and pick up the handset at an additional telephone—rather than the fax machine itself—then press ✱5, in order to start the fax reception.

Interruption of Ringing

If you pick up the handset at an additional telephone that is connected to another telephone socket and the fax machine continues to ring, you can disconnect the fax machine from the telephone call by pressing ✱✱ on the additional telephone.

2. Settings

When needed, your fax machine can print out lists containing the most important functions and settings of the machine. Press the key **i** on the fax machine. Select with ▶/◀ whether you would like to print out the HELP PAGE: 1 FUNCTIONS LIST or the HELP PAGE: 5 SETUP. Confirm with **OK**. You can also print out the function menu by pressing **MENU/OK**, ④① and **OK**. The list of settings can also be printed out by pressing **MENU/OK**, ④④ and **OK**.

Tip Open the menu functions with **MENU/OK**. Return to the previous menu step by pressing **C**. Move the cursor on the display with ▶/◀. Delete single numbers and letters with **C** or ←. To interrupt an operation in progress and return to the root menu without saving, press **STOP**.

Setting the Country

Use function 11 to select the specific country in which you will be operating your fax machine. It is essential to select the country because otherwise your fax machine will not have the correct settings for the local telephone network.

1 Press **MENU/OK**, ①① and **OK**.

2 Select the country by pressing ▶/◀.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Setting the Language

1 Press **MENU/OK**, ①② and **OK** to set the language on the display.

2 Select the desired language by pressing ▶/◀.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Setting the Date and Time

1 To set the date and time on the display, press **MENU/OK**, ①③ and **OK**.

2 Enter the date and time in the following manner: ⓪⑧⓪⑧⓪⑤①④⓪⓪ for August 8th, 2005, 2:00 pm.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Entering Your Telephone Number and Name

Your number and name, entered using function 14, will appear in the page header of every fax you send and as the sender identification of your SMS messages. In each case, up to 20 different characters are available to you.

1 Press **MENU/OK**, ①④ and **OK**.

2 Enter your fax number with the number keys, for example, ⓪⓪④④①②③④⑤… To enter a plus sign, simultaneously press the blue key and **Q**. You may add a space by pressing the ␣ key. Confirm your entry by pressing **OK**.

3 Enter your name using the letter keyboard. To enter capital letters, press ↑ and the desired key simultaneously. You may add a space by pressing the ␣ key. The symbols are displayed directly above the letter keys. To enter symbols, press the blue key and the corresponding letter key simultaneously. It is not possible to insert a symbol as the first character of your name.

4 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Page Header

Your name and number appear in the page header of each fax transmission. If you do not wish to send out your information, you can turn this function off.

1 Press **MENU/OK**, ①⑥ and **OK**.

2 Select TX HEADER with ▶/◀ and confirm with **OK**.

3 With ▶/◀, select whether or not the page header should appear on every fax transmission.

4 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Ring Tone

Volume

With the function 18, you can set the volume of the ring tone. Three different levels of volume are available to you. To turn off the ring tone entirely, select OFF. Your fax machine will automatically receive incoming faxes without ringing. If your fax machine is set to the manual reception mode, you can neither hear nor receive incoming fax calls (see chapter entitled Setting the Fax Reception Mode).

1 Press **MENU/OK**, ①⑧ and **OK**.

2 Select the desired volume level with ▶/◀ . You have three levels of volume available to you (LOW, MEDIUM, HIGH) or OFF.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Resolution

With the 🖹/▦F/🖻 key, you can set the resolution for fax reception or for fax transmission. The symbol of the selected resolution appears in the display:

NORMAL—for documents without special features

🖹**/FINE**—for documents with small print or drawings

▦F**/SFINE**— for documents with many details

🖻**/PHOTO**—for photographs

Tip With function 16, you can select the default resolution setting. Press **MENU/OK**, ①⑥ and **OK**. Select RESOLUTION with ▶/◀, then press **OK**. Select the desired resolution and confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Protected Fax Reception

You can secure your fax reception with a code. In that case, incoming faxes are not printed out, but rather are stored in the fax memory. Only after entering a PIN code can you print out these fax transmissions. With function 27, you can input a PIN code, activate the secured fax reception mode or print out stored fax transmissions.

Entering the PIN Code

1 Press **MENU/OK**, ②⑦ and **OK**.

2 Select ANSWER CODE with ▶/◀ and confirm with **OK**. Enter a four-digit PIN code.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Activation/Deactivation

1 Press **MENU/OK**, ②⑦ and **OK**.

2 Select ACTIVATION with ▶/◀ and confirm with **OK**.

3 Enter the four-digit PIN code and confirm by pressing **OK**. Select WITH or WITHOUT with ▶/◀.

4 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Printing Out Fax Transmissions

1 Press **MENU/OK**, ②⑦ and **OK**.

2 Select PRINT with ▶/◀ and confirm with **OK**. Enter the four-digit PIN code.

3 Confirm with **OK**. The stored fax transmissions are printed out and deleted from the fax memory. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Locking the Machine

With the locking function, you can prevent unauthorised persons from using your fax machine. You can lock either the entire keyboard or the number pad of your fax machine.

Entering the Code

You must first enter a code for activating or deactivating the lock.

1 Press **MENU/OK**, ⑥①and **OK**.

2 Select LOCKING CODE with ▶/◀ and confirm with **OK**.

3 Enter a four-digit code and confirm by pressing **OK**.

4 Enter the code again for confirmation purposes, then press **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

If you have already saved a code, the device will ask you to provide the old code first before you can enter a new code.

Locking the Keyboard

1 Press **MENU/OK**, ⑥①and **OK**.

2 Select LOCK KEYBD. with ▶/◀ and confirm with **OK**.

3 Enter the four-digit locking code and confirm by pressing **OK**. Select WITH with ▶/◀.

4 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

All of the keys on the fax machine are now locked. Only after entering of the correct code will it be possible to access functions or enter numbers. The lock will turn itself on again after each use of the fax machine. You can cancel the keyboard lock by repeating this process and selecting WITHOUT under step **3**.

Locking the Number Pad

1 Press **MENU/OK**, ⑥①and **OK**.

2 Select LOCK NUMBER with ▶/◀ and confirm it by pressing **OK**.

3 Enter the four-digit locking code and confirm by pressing **OK**. Select ONLY DIRECT. with ▶/◀.

4 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

The number keys on the fax machine are now locked. You can cancel the lock on the number pad by repeating this process and selecting FREE under step **3**.

Energy Saving Mode

Your fax machine switches into the energy saving mode by default. It is not necessary for you to set the device to this mode. Whenever you receive a fax or if you would like to print or make a copy, your fax machine will automatically switch back from its energy saving mode to its operating mode.

Setting the Fax Reception Mode

The built-in fax switch makes it possible to carry on a telephone conversation, send and receive faxes, and run additional devices on a single telephone PTT line. Four different operating modes are available to you: FAX, EXT/ANSW. (answering machine), AUTOMATIC or MANUAL. Press the **MODE** key to select the desired operating mode. The selected fax reception mode appears on the display.

⚠ Select the EXT/answering machine, fax or manual mode if you have connected additional devices to the **EXT** socket of your laser fax machine.

Setting the Number of Rings

The fax switch of your machine distinguishes between fax transmissions and telephone calls. Furthermore, the fax switch can also control additional devices that you have connected to your fax machine through the **EXT** socket. You can set the number of ring signals for the fax reception mode with function 17.

1 Press **MENU/OK**, ①⑦ and **OK**.

2 Use ▶/◀ to select from the list of possible ring settings. You can set between 0 and 5 rings.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Manual Mode

In the MANUAL mode, your fax machine behaves like a normal telephone. If you receive a fax call, you must start fax reception manually (either a whistle tone or silence will be heard in the handset). In order to receive the fax, you must press **START**. Automatic reception is not possible with this setting. The MANUAL mode is useful if you would like to receive faxes on a connected computer.

Fax Mode

In the FAX mode, the machine will ring for as many times as you have set with function 17. Then the fax reception switches on. You should select this mode if you primarily receive faxes at your fax machine.

If you lift up the handset on an additional telephone that is connected to the **EXT** socket, and you hear that you are receiving a fax call (whistling tone or silence), you can start the fax reception process by pressing ✱⑤, or by pressing **START** on the fax machine.

EXT/Answering machine Mode

You should set the device to this mode if you have additional devices connected to the **EXT** socket of your fax machine, especially an external answering machine. If an additionally connected answering machine receives a call, your fax machine will check to determine whether or not the incoming call is a fax transmission. If the device recognises a fax signal, it will automatically receive the fax transmission. If you do not have an answering machine connected or if a connected answering machine does not accept the call, the fax machine will take over the call after a predetermined number of rings and automatically receive any possible fax transmission being sent.

If you lift up the handset on an additional telephone that is connected to the **EXT** socket, and you hear that you are receiving a fax call (whistling tone or silence), you can start the fax reception process by pressing ✱⑤, or by pressing **START** on the fax machine.

Tip To use this function, additional telephones must be set to the tone dialling mode (DTMF tones). (See the chapter entitled **Installation** / Easylink).

Automatic Mode

If the AUTOMATIC mode is active, the fax machine will check to determine whether the incoming call is a fax transmission or a telephone call. The fax machine will automatically receive fax transmissions. While the fax machine is checking the call, it continues to ring. You can accept telephone calls at any time. After a predetermined number of rings, the fax machine will take over the call and automatically receive a possible silent fax transmission.

3. Telephone

Making a Telephone Call

Dial the desired number, then pick up the handset. If you are loading entries from the telephone book, it is possible to edit the numbers after you have loaded them. For example, you can add or delete prefixed numbers or direct dial numbers.

To dial without lifting up the handset, press ✆/. You will hear the dial tone from the loudspeaker; the dialling process will commence immediately.

You can also lift up the handset first, then dial a number; the connection will be made immediately. At this stage, any numbers that have been incorrectly entered can no longer be changed.

Tip Move the cursor on the display with ▶/◀. Delete individual numbers and letters with **C** or ←. To interrupt an operation in progress and return to the root menu without saving, press **STOP**.

Redialling

The last ten numbers dialled are stored in the redial list.

1 Press ●/.

2 Select the desired number by pressing ▶/◀. To edit the number, press **OK**. Move the cursor with ▶/◀; use **C** to delete individual digits.

3 Pick up the handset; the dialling process begins.

The Telephone Book

With the **A-Z** 🕮 key, you can access the telephone book functions. You can store new entries, search for entries as well as set and edit groups. Your fax machine's memory will hold approximately 200 entries; the exact number depends on the length of the names and numbers. The entries can be up to 20 characters in length.

Saving New Entries

1 Press **A-Z** 🕮.

2 Select ADD NAME with ▶/◀ and confirm by pressing **OK**.

3 Enter a name using the letter keyboard. To enter capital letters, press ↑ and the desired key simultaneously. You may add a space by pressing the ␣ key. The symbols are displayed directly above the letter keys. To enter symbols, press the blue key and the corresponding letter key simultaneously. It is not possible to insert a symbol in the first space for a name. Confirm with **OK**.

4 Enter the number using the number pad. Confirm with **OK**.

5 Select the speed for fax transmissions to this recipient. Normally you can select the highest speed. When poor connection quality is known beforehand—with an overseas fax recipient, for example—you should select a slower speed in order to save time and telephone costs for the automatic adjustment.

Using the Telephone Book

1 Press **A-Z** 🕮.

2 Select SEARCH with ▶/◀ and confirm by pressing **OK**.

3 Enter the initial letters or select an entry from the list by using ▶/◀.

4 Lift up the handset, or—if you would like to send a fax—press **START**.

Tip The function SEARCH works even while you are conversing on the telephone.

Editing Entries

1 Press **A-Z** 🕮.

2 Select MODIFY with ▶/◀ and confirm by pressing **OK**.

3 Enter the initial letters or select the entry you would like to change with ▶/◀. Confirm with **OK**.

4 Change the stored name, the number and the transmission speed. Move the cursor with ▶/◀. Delete individual letters or numbers with **C**, or with ←.

5 Confirm the changes by pressing **OK**.

Deleting Entries

1 Press **A-Z** 🕮.

2 Select CANCEL with ▶/◀ and confirm by pressing **OK**.

3 Enter the initial letters or select the entry you would like to delete with ▶/◀, then press **OK**.

4 Confirm the deletion by pressing **OK**.

Quick Search

You can access the stored directory entries by using the letter keyboard. If your fax machine is in the root menu, enter the initial letters or the name of the desired entry. Your fax machine will show you the telephone book entries for the corresponding letters. Select the desired number by pressing ▶/◀. Lift up the handset, or—if you would like to send a fax—press **START**.

Groups

You can combine several telephone book entries into a single group. If you select this group as the recipient of a fax or an SMS message, the transmission is sent to all the members of the group (see the chapter entitled **Fax** / Broadcasting). Your fax machine can store ten different groups.

Creating Groups

1 Press **A-Z** 🕮.

2 Select ADD LIST with ▶/◀ and confirm your selection by pressing **OK**.

3 Enter a name for the group. Confirm your entry by pressing **OK**.

4 Press **A-Z** 🕮 and add entries from the telephone book. Enter the initial letters or make your selection with ▶/◀. Confirm by pressing **OK**. Press **A-Z** 🕮 and add additional recipients to the group. Terminate the entry process by pressing **OK**.

5 Enter a group number from ① to ⑨ and confirm your entry by pressing **OK**. The group is now saved.

Editing a Group

1 Press **A-Z** 🕮.

2 Select MODIFY with ▶/◀ and confirm by pressing **OK**.

3 Select the group that you would like to edit by pressing ▶/◀. Confirm with **OK**.

4 If necessary, enter a new name for the group. Confirm with **OK**.

5 You can delete or add entries. Move the cursor with ▶/◀; use **C** to delete individual recipients. To add a recipient from the telephone book, press **A-Z** 🕮. Confirm with **OK**.

6 If necessary, enter a new number for the group. Confirm with **OK**.

Deleting a Group

1 Press **A-Z** 🕮.

2 Select CANCEL with ▶/◀ and confirm by pressing **OK**.

3 Select the group that you would like to delete, then press **OK**.

4 Confirm the deletion by pressing **OK**.

Chain Dialling

Before the dialling process begins, you can freely combine and edit telephone book entries, manually entered digits, numbers from the redial list or numbers from the caller list. For example, if you have saved the telephone number prefix of an inexpensive telephone service provider (call-by-call) as a telephone book entry, select this entry and manually enter the subsequent telephone number or select another number from the telephone book, the redial list or the caller list.

Printing the Telephone Book

Your fax machine can print out a list of the stored telephone book entries and groups. Press **A-Z** 🕮 and select PRINT with ▶/◀. Confirm with **OK**. The list is printed.

Tip You can also obtain a print-out of the telephone book by pressing **i**, then selecting HELP PAGE: 4 DIRECTORY with ▶/◀. Confirm with **OK**. The list is printed.

Additional Telephone Services

You can use additional telephone services with your fax machine, for example, call waiting, call toggling and call forwarding. To do this, these services must be enabled for your telephone line. To find out whether or not these services are available for your telephone line and to learn how you can make use of them, contact your telephone company. Press the **R/PAUSE** key, to access the additional telephone services on your fax machine.

Calling Line Identification

(Depending on the country and telephone network)

Your fax machine will show a caller's telephone number before you pick up the handset. To make use of this function, Calling Line Identification Presentation (CLIP) must be enabled for your telephone line. Contact your telephone company to inquire about whether or not this additional function is available for your line. The number will not be shown if the caller suppresses his number.

If you receive a telephone call during your absence, the symbol will appear. The caller's number will appear in the display. Your fax machine will store the telephone numbers of the last ten calls.

1 Press the blue key and . The list of the last ten callers will appear on the display.

2 Select an entry by pressing . New entries are marked with a star "*".

3 To call back, pick up the handset.

Tip If the number of the rings has been set to zero with function 17, then the telephone numbers of callers who have directed their calls to additionally connected telephones are not shown.

4. Fax

As much as possible, use fax documents printed with darker coloured text (black or dark-blue). Yellow, orange and green are not suitable.

Do not place any documents in your laser fax machine that …

… are wet, that have been edited with correction fluid, that are soiled or that have a coated surface. Do not place foils or endless papers into your fax machine as documents.

… that are written on with a soft pencil, with paint, chalk or charcoal.

… that you have taken from newspapers or magazines (printer's ink smudges!).

… that are held together with office or notebook staples or with tape or glue. Place into your fax machine only single sheets without paper clips or adhesive binding of any sort.

… that are pasted with note papers.

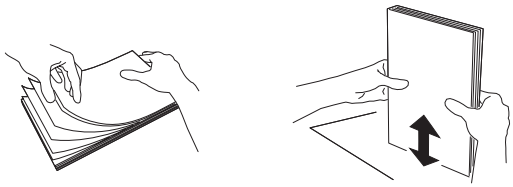
… that are too thick or too thin (card stock or tissue paper).

… that are creased, crumpled or torn

Use documents of sizes **A4** (210 × 297 millimetres) with 60 to 90 g/m². Do not use any documents that are smaller than A4. You can put in up to **20 documents** at a time.

Inserting Documents

Tip Separate the documents by fanning them out, then align them by tapping the edge of the stack gently against a flat surface. This will prevent several sheets of paper from being drawn in all at once.



1 Insert the document face down into the document feed slot. The lower most document is sent first.

2 Push the document guide inwards, so that it lies level on the documents.

Press **STOP** to eject the document without sending it.

Sending a Fax

1 Dial the desired fax number. You can enter a number with the number pad, or you can select an entry from the telephone book, the redial list or the caller list:

Manual entry: Enter the number using the number pad.

Telephone book: Press A-Z 📖, select SEARCH and confirm with **OK**. Select the desired number by pressing ▶/◀.

Redial list or caller list: To select a number from the redial list, press ●/ and ▶/◀. To select a number from the caller list, press the blue key and ●/ and ▶/◀.

2 To start the fax transfer, press **START**.

If the connection to the fax recipient cannot be made—for example because the line is busy—your fax machine will try to make that connection again after short time. After two additional attempts, the fax machine will discontinue the automatic redial process. If you would like to terminate the redial process prior to this, press **STOP**.

Tip The contrast setting is automatically adjusted to the document. If you would like to specify the contrast yourself, use function 24, time-deferred sending.

Manually Sending a Fax

If the fax memory is full, no additional fax documents can be read in. However, you can still send faxes manually:

1 Insert the document as described under Inserting Documents.

2 Lift the handset or press the loudspeaker key /.

3 Enter the desired number or select an entry from the telephone book, the redial list or the caller list.

4 Press **START**. Hang up the handset. The document will be scanned and sent.

Speed

The device adjusts the transmission speed to the quality of the telephone line. You can normally use the highest speed. If you would like to select a lower speed, for instance to send a fax overseas, set this using function 21 before sending the fax. This saves time and money that would result from the automatic adjustment.

1 Press **MENU/OK**, 2 1 and **OK**.

2 Select the desired speed with ▶/◀.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Transmission Report

Your fax machine will print you a transmission report—depending on its settings—after it has sent out a fax. This report indicates whether or not the fax has reached the intended recipient. Four different settings are available for the transmission report.

1 Press **MENU/OK**, 2 5 and **OK**. Select one of the following options:

WITH—After every error-free fax transfer, a transmission report is printed out. A transmission report is also printed in cases in which a fax transfer is not successfully completed because the recipient's line is busy.

WITHOUT—No transmission report will be printed. However, the fax machine will nonetheless save all fax transfers in its memory. You can print out the transmission report by using the fax journal.

ALWAYS—The transmission report will be printed out after each successful fax transfer as well as after interrupted transfers.

ON ERROR—The transmission will only be printed out if the fax transfer was not successfully completed or if it was terminated prematurely.

2 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Tip These settings also apply to SMS transmission reports.

Fax Reception

If you have not changed the factory settings, received faxes will be printed out automatically. If there is no paper in the paper tray or if you have not inserted a toner cartridge, the fax machine will save all incoming faxes in its memory. The fax memory can store up to 120 pages.

The green lamp ✉/ on the operation panel will flash whenever there is a fax present in the fax memory. After you have loaded paper into the fax machine or inserted a new toner cartridge, press **START** to print out the stored faxes.

Sorted Print-Outs

If your fax machine receives fax transmissions with multiple pages, it will sort the pages as it prints them out. The pages that were received last will be dispensed first. You have the option of turning this function off:

1 Press **MENU/OK**, ②⑧ and **OK**.

2 Select SORTED PRINT with ▶/◀, then press **OK**. Select WITHOUT with ▶/◀. Select WITH to turn on the function.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Printing Multiple Copies

You can apply settings to your fax machine whereby multiple copies of fax transmissions are printed out upon reception.

1 Press **MENU/OK**, ②⑧ and **OK**.

2 Select NBR OF COPIES with ▶/◀ and confirm by pressing **OK**. Enter a value between 1 and 99.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Time Stamp

The machine prints the date and the exact arrival time on every incoming fax received. This allows you to document the exact time at which you have received a fax transmission. A memory buffer in the fax machine ensures that the correct date and time of reception will be maintained even after a power loss.

If the time stamp function is activated, incoming faxes will be stored in the fax memory. As soon as the last page has arrived, the arrival time is stored and the fax machine prints out all the pages. The stored date and the time will appear on the page header.

1 If you would like to turn this function off, press **MENU/OK**, ②⑥ and **OK**.

2 Select WITHOUT with ▶/◀. Select WITH to turn the function on.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Broadcast Transmissions

You have two options for sending a fax transmission to several recipients: You can either enter the numbers of the individual recipients one-by-one or you can select a group from your telephone book. In the latter case, your fax machine will send the fax to all members of this group: You cannot edit the individual entries.

Broadcast Transmissions to Individual Recipients

1 Insert the document face down into the document feed slot. The lower most document is sent first.

2 Enter a number using the number pad, or simply select an entry from the telephone book. Press **A-Z** 🕮, select SEARCH and confirm with **OK**. Make your selection from the list of entries with ▶/◀. You can also select numbers from the redial list or from the caller list. Press ●/↕ or the blue key and ●/↕, then select the desired number with ▶/◀.

3 Press the blue key and ✆/✆. Using the number keyboard, add additional numbers manually—either from the telephone book, the redial list or the caller list. You can enter up to ten numbers. Between the individual recipients, press the blue key and ✆/✆.

4 To begin the fax transfer, press **START**. You can interrupt the process at any time, by pressing **STOP**.

Broadcast Transmissions to a Group

1 Insert the document face down into the document feed slot. The lower most document is sent first.

2 Select a group from the telephone book. Press **A-Z** 🕮, select SEARCH and confirm with **OK**. Select a group by pressing ▶/◀.

You can enter additional groups or individual numbers. Press the blue key and ✆/✆. Select an additional group or choose entries from the telephone book, the redial list or the caller list; alternatively, you may enter additional numbers manually using the number pad.

3 Confirm with **OK**.

4 To begin the fax transfer, press **START**. You can interrupt the process at any time, by pressing **STOP**.

If your fax machine is not able to reach one of the recipients because the line is busy or if the connection cannot be made, the document will still be sent to the other recipients on the list. After the fax machine has dialled the numbers of all recipients, it will try again to call the recipients who were not reached on the first attempt.

Time-Deferred Sending

With this function, you can send fax transmissions at a later time—within a 24-hour period. For example, you can use this feature to take advantage of better telephone rates or to send a fax to a recipient who can be reached only at certain times.

1 Insert the document face down into the document feed slot. The lower most document is sent first.

2 Press **MENU/OK**, ②④ and **OK**.

3 Enter the desired number or select an entry from the telephone book, the redial list or the caller list.

Tip You can enter additional recipients and send the fax transmission as a broadcast by pressing the blue key and ✆/✱.

4 Confirm with **OK**.

5 Enter the time at which the document should be sent, for example ①④⓪⓪ for 2:00 pm. Confirm with **OK**.

6 Select the desired contrast with ▶/◀. Confirm with **OK**. After a short warm up phase, the fax machine will read the document into the fax memory and will send out the fax at the specified time.

To cancel a scheduled fax transmission, simply delete the document from the jobs list. Press **MENU/OK**, ⑤③ and **OK**. Select the fax transmission that you would like to delete by pressing ▶/◀. Confirm twice with **OK** (see also the chapter entitled Jobs). Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Fax Polling

With the fax polling function, you can retrieve documents that lie ready in a dialled fax machine. It also is possible to prepare documents in your fax machine that can be polled by other machines.

Immediate Polling

1 Press **MENU/OK**, ②② and **OK**.

2 Enter the number from which you would like to poll a fax or select an entry from the telephone book, the redial list or the caller list. Press **START**.

Time-Deferred Polling

1 Press **MENU/OK**, ②② and **OK**.

2 Enter the number from which you would like to poll a fax or select an entry from the telephone book, the redial list or the caller list. Press **OK**.

3 Enter the time at which the document should be polled, for example ①④⓪⓪ for 2:00 pm. Press **OK**.

4 The fax machine is ready to poll the document. The number will now appear on the display as well as the time at which the machine will poll the fax transmission. You can continue to carry on telephone conversations or send other fax transmissions during this time.

Polling Send

You can prepare documents in your fax machine that can be polled by other machines.

1 Insert the document face down into the document feed slot. The lower most document is sent first.

2 Press **MENU/OK**, ②③ and **OK**.

3 Select either SIMPLE or MULTIPLE with ▶/◀. With the setting SIMPLE, the document can be polled only once. If you select MULTIPLE, the document can be freely polled any number of times. Confirm with **OK**.

4 Select the desired contrast with ▶/◀. Press **OK**. After a short warm up phase, the fax machine will store the document in the fax memory.

To terminate the polling readiness, simply delete the document from the jobs list. Press **MENU/OK**, ⑤③ and **OK**. Select the fax transmission that you would like to delete by pressing ▶/◀. Confirm twice with **OK** (see also the chapter entitled Jobs). Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Fax Polling with a Sub-address

If you would like to poll a fax from a direct dial number or from a sub-address—for example, if you wish to make use of a certain service provided by a fax database supplier with several different fax polling offers—you can append the direct dial number or the sub-address to the fax number with a dialling pause. This way, you can also poll faxes from a machine that is protected by a code.

Enter the fax number. Add a dialling pause to the number by pressing the blue key along with **R/PAUSE**. Now enter the direct dial number, the sub-address or the code, for example ①②③④⑤ **R/PAUSE** ①②. A P for pause will appear on the display: 12345P12. The sub-address is not dialled until after the fax connection with the main number has already been established.

Journal

The fax journal contains a list of the last 30 telephone calls, faxes and SMS messages that you have either received or sent. A print-out of the fax journal is automatically dispensed after the completion of 30 transfers. You can print out the fax journal at any time.

You have two options to choose from: Press **i**. Select HELP PAGE: 3 LOGS and confirm with **OK**. The print-out of the fax journal is now dispensed.

You can also print out the fax journal by pressing **MENU/OK**, ④② and **OK**.

Jobs

All fax and SMS transmissions that have just been sent, that have been prepared for polling or that are to be sent at a later time are present on in the jobs list. By pressing **MENU/OK**, ⑤ and **OK**, you access the "Jobs" function. You can immediately execute jobs as well as change or delete them; in addition, you can either print out individual jobs, or obtain a printed list of all pending jobs.

Jobs appear in the display one-at-a-time:

After the job number and job status indicator, you will find the fax number to which a fax is to be sent or from which it is to be polled. Documents on the jobs list can fall into the following categories with regard to their status:

TX—Time-deferred sending

DOC—Polling send

POL—Time-deferred fax polling

TR.—Job in progress

SMS—SMS transmission

Immediate Job Execution

Press **MENU/OK**, ⑤① and **OK**. Select the job that you would like to execute immediately by pressing ▶/◀, then press **OK**. The transmission or polling will commence immediately. You may terminate the process by pressing **STOP**.

Changing a Job

Press **MENU/OK**, ⑤② and **OK**. Select the job that you would like to change by pressing ▶/◀, then press **OK**. Enter the desired changes and confirm by pressing **OK**. To interrupt an operation in progress and return to the root menu without saving, press **STOP**.

Deleting a Job

Press **MENU/OK**, ⑤③ and **OK**. Select the job that you would like to delete by pressing ▶/◀, then press **OK**. Confirm the deletion by pressing **OK**. To interrupt an operation in progress and return to the root menu, press **STOP**.

Printing a Job

Press **MENU/OK**, ⑤④ and **OK**. Select the job that you would like to print out by pressing ▶/◀, then press **OK**. The print-out of the job is now dispensed.

Print-Out of the Jobs List

Press **MENU/OK**, ⑤⑤ and **OK**. The fax machine will print out a list of all pending jobs.

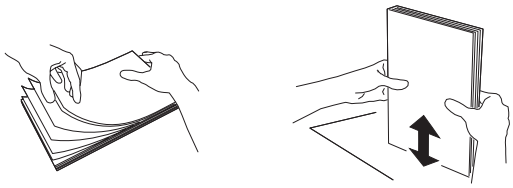
You can also obtain a print-out of the jobs list by pressing **i** and selecting HELP PAGE: 6 COMMANDS. Confirm with **OK**. A print-out of the jobs list will now be dispensed.

5. Copier

You can copy documents with your fax machine. You have two different options available for copying. It is possible either to make copies automatically or to adjust the copies through your own settings.

Use documents of sizes **A4** (210 × 297 millimetres) with 60 to 90 g/m². Do not use any documents that are smaller than A4. You can put in up to **20 documents** at a time.

Tip Separate the documents by fanning them out, then align them by tapping the edge of the stack lightly against a flat surface. This will prevent several sheets of paper from being drawn in all at once.



Insert the document face down into the document feed slot. The lower most document is sent first.

Push the document guide inwards, so that it lies level on the documents.

Press **STOP** to eject the documents without copying them.

Making Copies Automatically

Press the **COPY** key twice. The copying process now commences.

Adjusting Copies

1 Press the **COPY** key. You have the following options available:

2 Enter the number of copies you would like to make of the document. You can make up to 99 copies of a document. Confirm with **OK**.

3 Select the resolution. You have a higher resolution available to you for copying than you have for fax transmissions. Select the desired resolution with ▶/◀:

RESOL.: FAST—For documents without drawings or fine details

RESOL.: QUALITY—For documents with small print or drawings

RESOL.: PHOTO—For the highest resolution

Confirm with **OK**.

4 You can make copies of the document that are enlarged or that are compressed in size. Size compression is possible down to 25 percent of the size of the original, and enlargements of up to 400 percent can be made. Enter the desired value using the number pad and confirm your entry by pressing **OK**.

5 Select the desired contrast with ▶/◀. Confirm with **OK**. The copying process now commences.

6. SMS

(Short Message Service)

(Depending on country and telephone network)

You can send and receive SMS (Short Message Service) messages with your Laserfax machine. Your fax machine is pre-set to use this function; however, use of these services is dependent on the particular country and telephone network. Ask your telephone system operator whether SMS operation is possible and whether you must be registered to make use of it. In the event that problems arise, or changes to your device are required, please contact your telephone provider.

Tip Return to the previous menu step by pressing **C**. Move the cursor on the display with ▶/◀. Delete individual numbers and letters with **C** or ←. To interrupt an operation in progress and return to the root menu without saving, press **STOP**.

Sending SMS Messages

1 Press ✉, select SEND SMS with ▶/◀ and confirm with **OK**.

2 Enter the text that you would like to send. You can enter a maximum of 160 characters or 640 characters (depending on country and telephone network).

Tip To enter capital letters, press ↑ and the desired key simultaneously. You may add a space by pressing the ␣ key. The symbols are displayed directly above the letter keys. To enter symbols, press the blue key and the corresponding letter key simultaneously. Press ↵ to begin a new paragraph. Pressing **COPY** to obtain a print-out of your SMS message before sending it.

3 Press ✉ when you have finished entering your message.

4 You can enter a number with the number pad or you can select an entry from the telephone book, the redial list or the caller list:

Manual entry: Enter the recipient's telephone number, then press ✉. The fax machine will now send the SMS message.

Telephone book: Press A-Z 📖, then select the desired entry from your telephone book by pressing ▶/◀. Press ✉. The fax machine will now send the SMS message.

Redial list: Press ●/⁂, then select the desired number from the redial list by pressing ▶/◀. Press ✉. The fax machine will now send the SMS message.

Caller list: To select a number from the caller list, press the blue key and ●/⁂. Press ✉. The fax machine will now send the SMS message.

5 After sending the SMS message, your fax machine will print out a transmission report in accordance with its settings (see the chapter entitled **Fax** / Transmission Report).

Tip You can also access the function SEND SMS by pressing **MENU/OK**, ③① and **OK**.

Sending to Multiple Recipients

1 Press ✉, select SEND SMS with ▶/◀ and confirm with **OK**.

2 Enter the text as described above, then press ✉.

3 Enter the number of the first recipient using the number pad, or select an entry from the telephone book or the redial list.

4 Press the blue key and ✆/⁂, and enter another number. You can add up to ten recipients.

5 Press ✉ to send the SMS message.

Receiving SMS Messages

When you have received an SMS, the green light ✉/🗐 will shine on your fax machine, and the ✉ symbol will appear on the display. The fax machine will automatically print out incoming SMS messages. If you have turned the automatic printing function off, the SMS messages will be stored.

Reading SMS Messages

1 Press ✉, select READ SMS with ▶/◀ and confirm with **OK**.

2 The number of the last message as well as the date and time of its reception will be displayed. Unread messages are marked with a star "*". Select the desired SMS message by pressing ▶/◀ and confirm your selection with **OK**.

3 Move the cursor within the SMS message with ▶/◀. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Tip You can also access the function READ SMS by pressing **MENU/OK**, ③② and **OK**.

Printing SMS Messages

If you have turned the automatic printing function off, use this function to print your SMS messages.

1 Press ✉, select PRINT SMS with ▶/◀ and confirm with **OK**.

2 Use ▶/◀ to select the SMS messages that you would like to print:

SELECTED—Confirm by pressing **OK**. Select the SMS message that you would like to print out by pressing ▶/◀. Confirm with **OK**.

NEW—Confirm by pressing **OK**. All new messages will now be printed.

ALL—Confirm by pressing **OK**. All SMS messages stored in the fax memory will now be printed.

Tip You can also access the function PRINT SMS by pressing **MENU/OK**, ③④ and **OK**.

Deleting SMS Messages

Your fax machine can store up to 30 SMS messages. If the memory is full, no additional SMS messages can be received. To free up space in the memory, you should delete some SMS messages.

1 Press **MENU/OK**, ③③ and **OK**.

2 Use ▶/◀ to select the SMS messages that you would like to delete:

SELECTED—Press **OK** and use ▶/◀ to select the SMS message that you would like to delete. Confirm with **OK**.

ALREADY READ—Confirm by pressing **OK**. All SMS messages that have been read will be deleted.

ALL—Confirm by pressing **OK**. All SMS messages will be deleted.

Sending SMS Messages to E-mail or Fax

(Depending on country and telephone network)

You can send SMS messages to an e-mail address or as fax transmissions to another fax machine.

SMS Messages to E-Mail

1 Press ✉, select SEND SMS and confirm with **OK**. Enter the text that you would like to send, as described under Sending SMS Messages.

2 Press **OK**. Select E-MAIL with ▶/◀ and confirm by pressing **OK**.

3 Enter the e-mail address. To enter the @ sign, press the blue key and ␣.

Tip To add more e-mail addresses, press the blue key and ✆/✱.

4 Press ✉ to send the SMS message.

SMS Messages to Fax

1 Press ✉, select SEND SMS and confirm with **OK**. Enter the text that you would like to send, as described under Sending SMS Messages.

2 Press **OK**. Select FAX with ▶/◀ and confirm by pressing **OK**. Enter the number to which you would like to send the SMS message. You can enter a number with the number pad or you can select an entry from the telephone book, the redial list or the caller list (see Sending SMS Messages).

Tip To add more numbers, press the blue key and ✆/✱.

3 Press ✉ to send the SMS message.

Advanced Sending Options

(Depending on country and telephone network)

Sending SMS with a Sub-address

With a sub-address, you send an SMS message to a certain fax machine that is connected to a telephone line along with several other devices. **In GB**: Append the sub-address to the dialled number **For all other countries**: You may have to add a star between the number and the

sub-address (depending on country and telephone network). If the sub-address of the machine is 1, for example, you should dial ①②③ ④⑤ ⑥⑦(✱)①.

Sending SMS Messages to a User Account

Some SMS reception devices can manage several user accounts. You can send an SMS message to a specific user of a device in the following manner:

1 Press ✉, select SEND SMS and confirm with **OK**. Enter the text that you would like to send, as described under Sending SMS Messages.

2 Press ✉ and enter the number.

3 Press **OK** and enter the name of the recipient's user account.

4 Press ✉ to send the SMS message.

SMS Settings

(Depending on country and telephone network)

If you have set the country in which you will be operating your fax machine with function 11, the machine will automatically select the correct SMS settings (see the chapter entitled **Settings** / Setting the Country). If you would like to use different settings, you can change these with functions 35 and 36.

Numbers of the SMS Center

The numbers that you need in order to send and receive SMS messages are stored under SMS CENTERS. If you should require other numbers, you can change these with function 36. In case of doubt, you should ask your telephone provider for the correct information.

1 Press **MENU/OK**, ③⑥ and **OK**. Select SMS CENTER 1 with ▶/◀. Confirm with **OK**.

2 Select SEND No and confirm with **OK**. Enter the number through which your fax machine should send SMS messages. Confirm with **OK**.

3 Select RECEIVE No and confirm with **OK**. Enter the number through which your fax machine should receive SMS messages. Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

You can also receive SMS messages through a second service provider. Select SMS CENTER 2 and confirm with **OK**. Change the number for reception, as described under step **3**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Turning Off the Automatic Printing

Received SMS messages are printed out automatically. You have the option of turning this function off.

1 Press **MENU/OK**, ③⑤ and **OK**.

2 Select AUTO PRINT and confirm with **OK**. Indicate whether you would like to turn the automatic printing option on or off by selecting with ▶/◀.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Notification Tone

You will hear a notification tone whenever an SMS message has arrived. You have the option of turning this function off.

1 Press **MENU/OK**, ③⑤ and **OK**.

2 Select BEEP SMS and confirm with **OK**. Indicate whether you would like to turn the notification tone on or off by selecting with ▶/◀.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Name of the Sender

You can set whether or not your name should be sent with each SMS message—identifying you as the sender. You can store your name with function 14 (see the chapter entitled **Settings** / Entering Your Telephone Number and Name).

1 Press **MENU/OK**, ③⑤ and **OK**.

2 Select SENDER NAME and confirm with **OK**. Use ▶/◀ to select whether or not to send your name with each SMS message.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Notification

If the notification function is activated, you will receive an SMS notification as soon as your SMS message has been delivered to the recipient.

1 Press **MENU/OK**, ③⑤ and **OK**.

2 Select NOTIFICATION and confirm with **OK**. Indicate whether you would like to turn the notification function on or off by selecting with ▶/◀.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Tip Sending of SMS notifications may involve the payment of a fee. Inquire with your telephone company as to whether or not costs are incurred through the use of this function.

Sub-address (Terminal ID)

If you have several devices with an SMS function connected to one telephone line, you can assign sub-addresses to these devices. SMS messages can then be sent to a specific device.

1 Press **MENU/OK**, ③⑤ and **OK**.

2 Select TERM. ADDR. with ▶/◀ and confirm by pressing **OK**. Enter a number from ① to ⑨ as the sub-address. The sender can send an SMS message directly to this device by appending the sub-address to the telephone number.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Validity Period

With the validity period, you can specify how long your SMS message will be stored on the telephone company's server in the event that the recipient cannot be reached. If the server cannot deliver the SMS message prior to the expiration of the validity period, the message will be deleted.

1 Press **MENU/OK**, ③⑤ and **OK**.

2 Select VALID.PERIOD and confirm with **OK**. Select the desired validity period by pressing ▶/◀. The following settings are possible: 6 HOURS, 1 DAY, 1 WEEK and MAXIMUM. Ask your telephone company how long the message will be stored with the setting MAXIMUM.

3 Confirm with **OK**. Pressing **C** will return you to the previous menu step; pressing **STOP** will return you to the root menu.

Text2Fax

(Depending on country and telephone network)

From your laser fax machine, you can send a text as a fax transmission to another fax machine.

Tip Move the cursor on the display with ▶/◀. Delete individual numbers and letters with **C** or ←. To interrupt an operation in progress and return to the root menu without saving, press **STOP**.

1 Press ✉.

2 You can enter a number with the number pad or you can select an entry from the telephone book, the redial list or the caller list:

Manual entry: Enter the recipient's fax number, then press ✉.

Telephone book: Press A-Z 📖, then select the desired entry from your telephone book by pressing ▶/◀. Press ✉.

Redial list: Press ●/↕, then select the desired number from the redial list by pressing ▶/◀. Press ✉.

Caller list: To select a number from the caller list, press the blue key and ●/↕. Press ✉.

3 Enter the text that you would like to send. You can enter a maximum of 70 lines of 80 characters each—a total of 5,600 characters.

Tip To enter capital letters, press ↑ and the desired key simultaneously. You may enter a space by pressing the ␣ key. Press ↵ to begin a new paragraph. The symbols are displayed directly above the letter keys. To enter symbols, press the blue key and the corresponding letter key simultaneously. Press **COPY** to obtain a print-out of your text before sending it.

4 Press ✉ when you have finished entering your message. The fax machine will now send the Text2Fax message.

5 After sending the Text2Fax message, your fax machine will print out a transmission report in accordance with its settings (see the chapter entitled **Fax** / Transmission Report).

7. PC Connection

(MF 3265)

Requirements

Your computer must meet the following minimum requirements:

Processor:

500 MHz for Windows 98 SE®
800 MHz for Windows 2000 · ME®
1 GHz for Windows XP®

RAM:

128 MB for Windows 98 SE · 2000 · ME®
192 MB for Windows XP®

Operating System:

Windows 98 SE · 2000 · ME · XP®

Free Hard Drive Space:

260 MB of free hard drive space for installation of Companion Suite and Paper Port.

USB Interface

You can connect your laser fax machine only to a PC (Microsoft Windows® operating system). The fax machine is not compatible with Linux or Apple Macintosh®.

First install the software. The device may not be connected to the PC before this. After the software installation, the PC must be restarted, **only then** should you connect your PC and the laser fax machine with a USB cable.

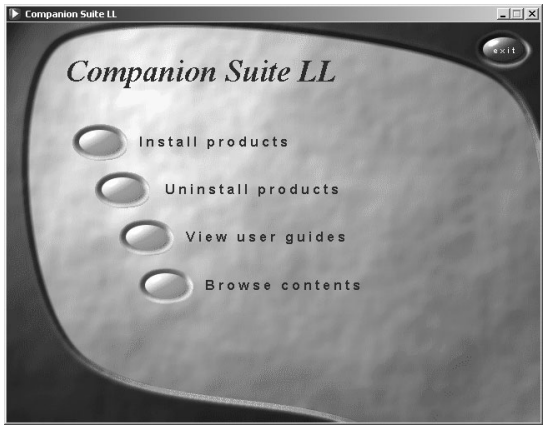
Installing the Software

On the installation CD included with your fax machine, you will find the Companion Suite and Paper Port. With the Companion Suite, you can access the address book of the fax machine from your computer and add or edit entries. You can also alter your fax machine settings as well as checking the toner level of the toner cartridge. With Paper Port, you can scan and manage documents.

The laser fax machine is registered as the default printer on your computer. You can access it as you would any other printer and use it to create black-and-white printouts.

Close all open programs and applications before beginning the installation process. Place the installation CD in the CD-ROM drive of your computer. The program will start automatically. (If the program does not start automatically, select the CD-ROM drive in the Windows® Explorer and start the program Setup.exe with a double-click.)

The Companion Suite window appears on the screen. You can install or uninstall Companion Suite or load the user manual for Paper Port. Click on Browse Contents to view the files on the installation CD. This opens a Windows® Explorer window that shows the CD contents.

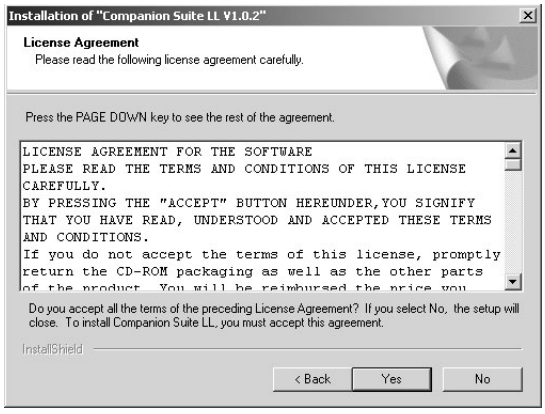


Click on Install Products, and select All Products from the selection menu that follows.

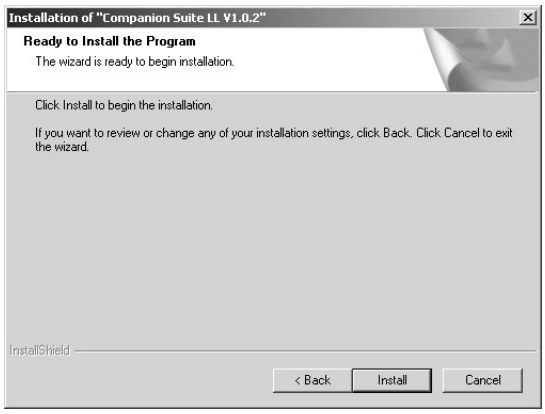
Tip By selecting All Products, you will install the Companion Suite and Paper Port, as well as the drivers for the printer and scanner. If you would like to install only certain components, click on Customized, then select the components that you would like to install.

Your computer will now prepare for the installation process. Then a window will appear on the screen in which you may start the installation process. Click on Next.

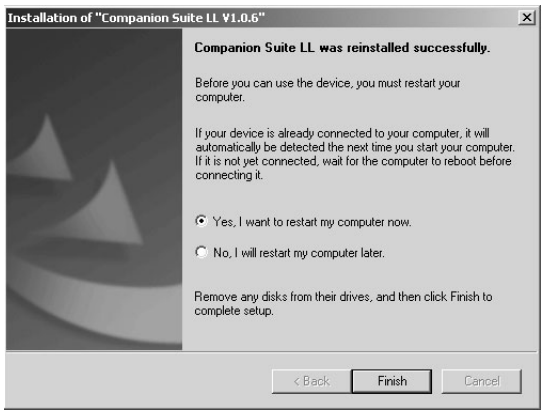
Next you will be asked to accept the licensing conditions. Click on YES.


Installation of "Companion Suite LL V1.0.2"
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
LICENSE AGREEMENT FOR THE SOFTWARE
PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE CAREFULLY.
BY PRESSING THE "ACCEPT" BUTTON HEREUNDER, YOU SIGNIFY THAT YOU HAVE READ, UNDERSTOOD AND ACCEPTED THESE TERMS AND CONDITIONS.
If you do not accept the terms of this license, promptly return the CD-ROM packaging as well as the other parts
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install Companion Suite LL, you must accept this agreement.
InstallShield
< Back
Yes
No

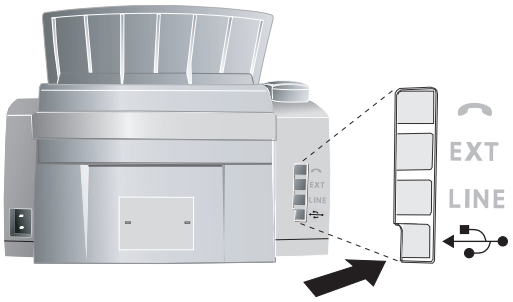
The program can now commence with the installation. Click on INSTALL.


Installation of "Companion Suite LL V1.0.2"
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

At the conclusion of the installation process you must restart your computer. Make your selection as to whether the computer should restart automatically or whether you would like to restart the computer yourself at a later time. Click on FINISH.


Installation of "Companion Suite LL V1.0.6"
Companion Suite LL was reinstalled successfully.
Before you can use the device, you must restart your computer.
If your device is already connected to your computer, it will automatically be detected the next time you start your computer. If it is not yet connected, wait for the computer to reboot before connecting it.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish
Cancel

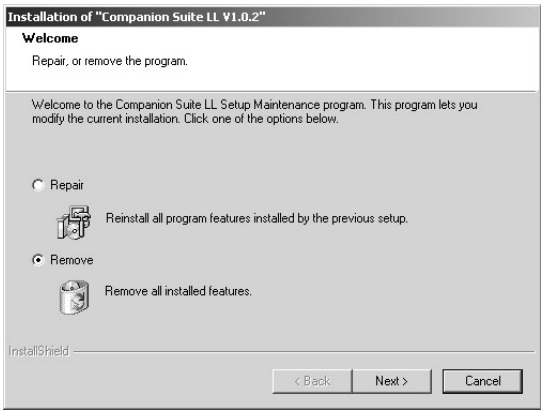
Only after the restart, connect the laser fax machine to your PC with a typical USB cable. The USB port of your device can be found on the rear side.



Uninstalling the Software

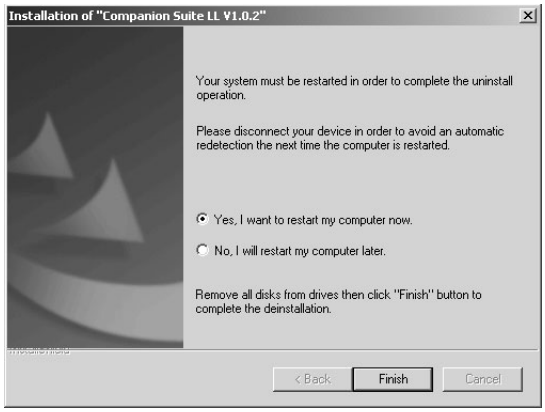
Close all open programs and applications before beginning the uninstall process. Load the uninstall program by clicking on START > PROGRAMS > COMPANION SUITE > COMPANION SUITE > UNINSTALL in the Start menu. Your computer will now prepare for the uninstall process.

You can either repair the program or remove it. Select REMOVE and click on NEXT.


Installation of "Companion Suite LL V1.0.2"
Welcome
Repair, or remove the program.
Welcome to the Companion Suite LL Setup Maintenance program. This program lets you modify the current installation. Click one of the options below.
Repair
Reinstall all program features installed by the previous setup.
Remove
Remove all installed features.
InstallShield
< Back
Next >
Cancel

You will be asked to confirm the uninstall. After you have clicked on OK, the COMPANION SUITE will be removed from your computer. At the conclusion of the uninstall process you must restart your computer. Make your selection as to whether the computer should restart automati-

cally or whether you would like to restart the computer yourself at a later time. Click on Finish.


Installation of "Companion Suite LL V1.0.2"
Your system must be restarted in order to complete the uninstall operation.
Please disconnect your device in order to avoid an automatic redetection the next time the computer is restarted.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove all disks from drives then click "Finish" button to complete the deinstallation.
< Back
Finish
Cancel

After rebooting has occurred, removal of the Companion Suite from your computer will be complete.

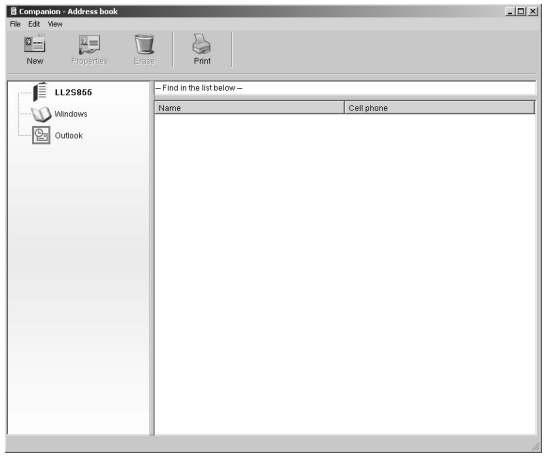
Using the Companion Suite

You can start the Companion Suite either by clicking on the Companion Director icon on your desktop or by selecting Start > Programs > Companion Suite > Companion Suite > Companion Director from the Start menu. You can change the look of the start menu by clicking with the right mouse button.

Click on Address Book to edit the telephone book of your fax machine. Click on Settings to change the basic settings of your fax machine. Under Status, you can select the settings for the display of the toner level. If you would like to scan documents, click on the large icon Doc Manager in the middle of the start menu.

Editing the Telephone Book

With Companion Suite, you can edit the entries in your fax machine entries and in the Windows® address book as well as in Microsoft Outlook®. Click on the Address Book button.

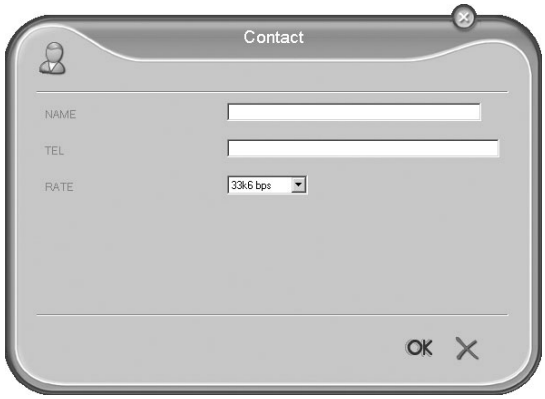


To edit the telephone book entries, select the laser fax machine. You can add new entries or groups to your telephone book and edit or delete these entries as well as printing out a list of all entries.

Tip You can exchange existing entries between the address books of Windows®, Microsoft Outlook® and your laser fax machine. In the right menu window, select the entry you would like to copy to a different address book. Hold down the mouse button to drag this entry to the address book in the left window to which you would like to copy the entry.

Add entry

To add an entry, select New. You can choose whether to add a single entry or a group.

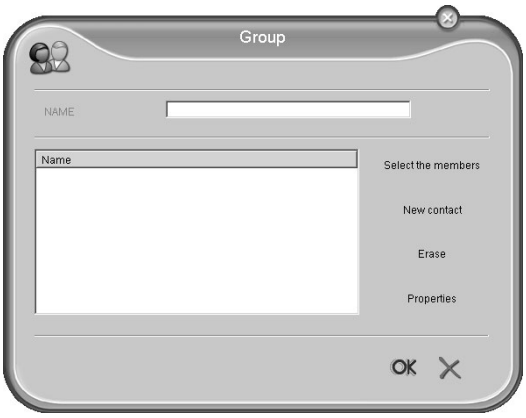


Enter the name and number and select the transfer speed for fax transmissions to this recipient (see also the chapter entitled **Telephone** / Telephone Book). Confirm with OK.

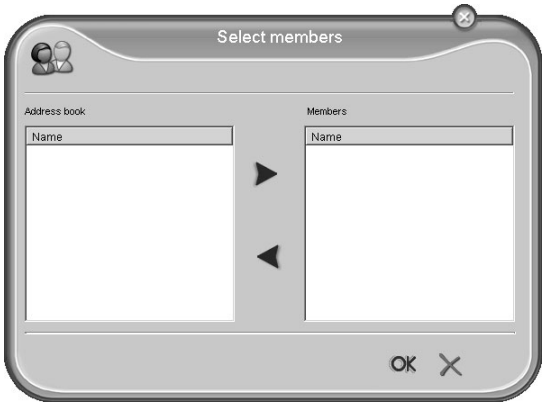
Edit Entry

Select the entry that you would like to edit and click on Properties. Change the name or the number and confirm with OK.

Add group



Enter the name of the group. Click on Select Members to add new entries to the group.



Add new members to the group using the arrow buttons. Confirm with OK.

Edit group

Select the group that you would like to edit. Choose Select Members to add new entries to the group or remove entries from the group. Click on Erase to delete the entire group. Confirm with OK.

Archiving the Telephone Book

With the address book of the Companion Suite you can save the telephone book entries of your fax machine to your PC or load saved entries (file format *.csv).

Click on File > Export to save the telephone book entries. You can select the directory in which you would like to save the file.

Click on File > Import to add entries to the address book. Select the file you would like to import; the entries are added to the existing entries.

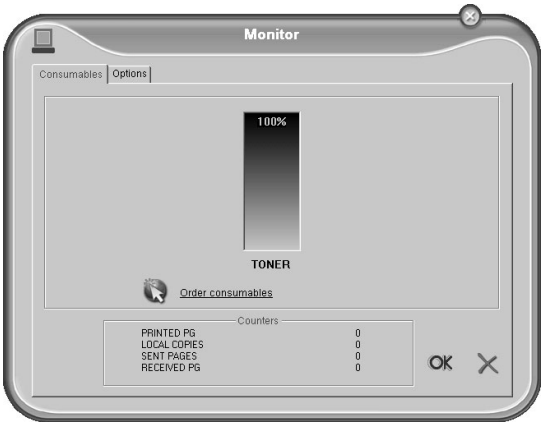
Tip The data in the file must be separated by semicolons.

Settings

Click on the Settings button to modify the basic settings of your fax machine. Among other setting, you can enter your name and number, set the date and time, select the connection type and set the parameters for the fax machine. You can also configure the security codes for the fax memory and keyboard lock.

Displaying the Toner Level

Click on the Status button. The toner level of the toner cartridge is indicated by a percentile value between 100 percent (full) and 0 percent (empty).



Printing from Computer

When you install the Companion Suite on your computer, the laser fax is also installed as a printer under Windows®. In the print menu under Start > Settings > Printers, you will find your fax machine listed as Laser Printer Scanner.

You can access your MF 3265 from any program and use it to make black-and-white print-outs just as you would

use any other printer. Simply select the Laser Printer Scanner as your printer.

Tip The Laser Printer Scanner is installed as the default printer for all programs on your computer.

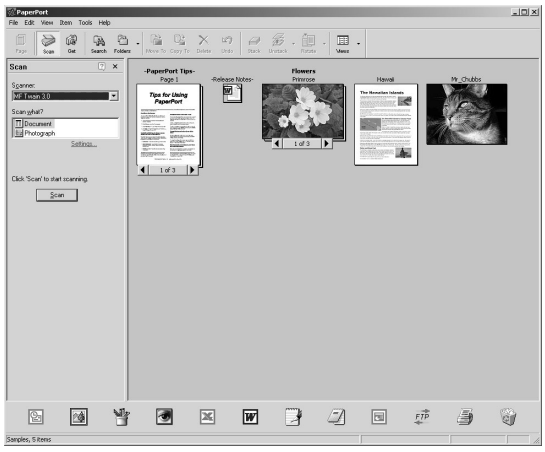
Click in the Print menu on Properties to edit the printer settings. You can set whether to print in letter or landscape format and how many pages should be printed on a single sheet. Change the print order to print the last page of your document first. A long document is then output sorted; the first page lies on top.

Scanning

Insert the document face down into the document feed slot. The lower most document is read into the memory scanned. You can load up to **20 documents** into the paper tray.

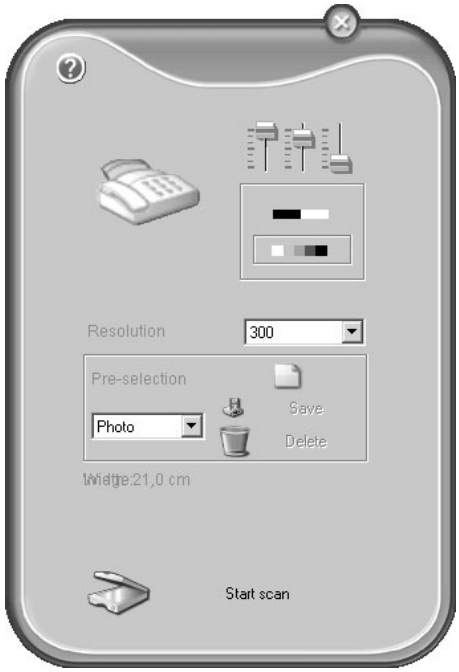
The installation CD that is delivered with your fax machine contains the program Paper Port 8.0. If you select All Products during the installation process, Paper Port will be installed on your computer along with the Companion Suite. Start the program by clicking in the start menu on the icon Doc Manager.

Click on the scan button or select File > Scan from the menu bar.



Select the Twain Scanner Driver as your scanner. Select whether you would like to scan a document or a photograph. Click on Scan. The Twain Scanner Driver window now opens.

Tip You can also start the scanning process from any other graphics program if it is supported by the Twain Driver. Select the Twain Scanner Driver as your scanner. The Twain Driver selection window then appears, as described below.



If you select the controller on the upper right, a dialogue appears in which you can select the alignment and filter settings for the scan.

Using the controls beneath this, you can choose whether to scan in the black-and-white mode (also called “bar-code mode”) or in the grey tone mode.

Enter the desired resolution for the scanner under Resolution.

Click on the lower button Start Scan to commence with the scanning process. After scanning, the document will appear in the main window of Paper Port. You can now save it, edit it in a graphics program or process it with the OCR (Optical Character Recognition) software.

Tip Under the menu item Pre-selection, you can create different profiles. In a profile, you may save settings that you would like to use fairly often, for example, for scanning of a frequently-used document-type. First configure all the settings. Then click on New and enter a name for the profile. Click on Save. To scan documents with the saved settings, select this profile from the selection menu.

8. Troubleshooting

Paper or Document Jams

Your fax machine is equipped with sensors that quickly recognise a paper or document jam. If trouble of this sort arises, the feeding of the printer paper or document is stopped immediately.

Open the cover by taking hold of **both** document guides and tipping the cover backward. It is possible that you will have to remove the toner cartridge in order to reach the paper.

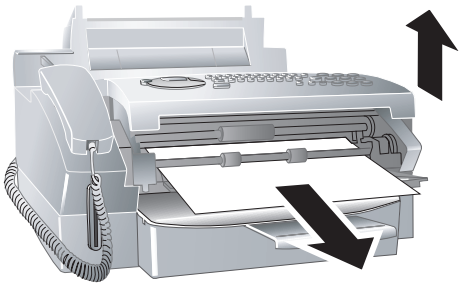
Carefully remove the toner cartridge from the device so that no toner dust spills out. Take care where you place the toner cartridge, escaping toner dust may soil the surface.

Carefully pull out the paper.

Reinsert the toner cartridge and close the cover. Make sure that the cover snaps back into position on both sides.

Tip If the toner level of the cartridge is low, then every time you open and close the cover, the following question will appears on the display: BLACK=NEW ? If you have not installed a new cartridge, press **STOP**. Whenever you have installed a new toner cartridge, please perform the installation process with the Plug'n'Print card provided, as described in the chapter entitled **Installation** / New Toner Cartridge. If you have inadvertently pressed **STOP**, you can start the recharging process by pressing **MENU/OK**, ⑥② and **OK** and then selecting NEW BLACK with ▶/◀. Confirm with **OK**.

If a document jam should occur in the front area: Work the panel upwards until it snaps into position. Carefully pull the paper or document forwards until it is released.



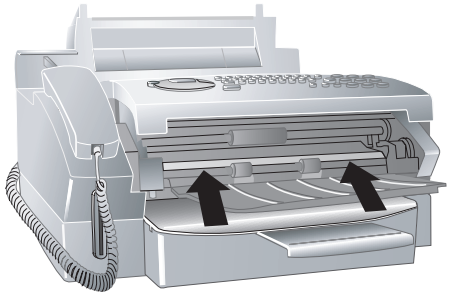
In case of a paper jam, do not forcefully remove the paper, but rather pull it gently out of the fax machine and throw it away carefully: It is possible that the toner may not be completely set on the print-out, and toner dust could be released into the air. Do not inhale the released toner dust. Remove the toner dust from clothing or objects with cold water; hot water would only cause the toner to set.

Cleaning

Use a soft, dry and lint-free cloth for cleaning. Special fax-cleaning cloths are available through our ordering service. Under absolutely no circumstances should you use any liquid or gaseous cleaning agents on your fax machine (for example: sprays, abrasives, polishes or the like), and do not employ cleaning agents that contain alcohol. Do not allow any moisture to reach the interior of the fax machine.

1 Work the panel upwards until it snaps into position.

2 Wipe the scanner glass with a soft, dry and lint-free cloth behind the rollers for the paper guide.



3 Close the panel.

Appendix

Glossary

Additional Devices: You can connect additional devices to your fax machine, such as answering machines, telephones, charge meters and computer modems; these can be connected either in series or in parallel. Parallel connection means that the devices are connected to another telephone socket of the same line. If you connect the devices to the external socket of your fax machine, they are connected in series. The fax switch of your device can control and regulate only devices connected in series.

Broadcasting: With this function, you can send a fax or an SMS message to multiple recipients.

Call Toggling: You can switch back and forth between different telephone conversations by using the **R/PAUSE** key. The inactive telephone conversation is maintained in the interim, and the other party cannot listen in. This additional service must be enabled for your telephone line (see Call Waiting, see Flash Key).

Call Waiting: If another caller places a call to you while you are having a telephone conversation, you will hear a tone and the symbol will appear on the display. If additional services are enabled for your telephone connection, you can toggle back and forth between different telephone calls (see Flash Key; see Call Toggling).

Call-by-Call: Selection of the telephone service provider for each telephone call. It is possible to place telephone calls through different private service providers. By placing prefixes in front of the actual telephone number, one can choose a different service provider for each telephone call without entering into a firm contract relationship (see Chain Dialling).

Caller Identification (Calling Line Identification Presentation, CLIP): There are two types of caller identification. If someone calls you, your fax machine will show the caller's telephone number on the display. If you call someone, the machine will send the number so that your telephone number will be shown to the person whom you are calling. Your telephone company must offer both services and must enable them for your PTT line. The transmission of your telephone number can be turned on and off temporarily or it can be turned off permanently (Calling Line Identification Restriction, CLIR).

Caller List: The numbers of the last ten callers are stored in the caller list. This function requires that the caller identification function be enabled for your PTT line and that the caller not suppress the transmission of his or her telephone number (see Caller Identification).

Calling Line Identification Presentation (CLIP): see Caller Identification

Chain Dialling: Before the dialling process begins, you can freely combine and edit telephone book entries, manually entered digits, numbers from the redial list or numbers from the caller list. For example, if you have saved the telephone number prefix of an inexpensive telephone service-provider (see Call-by-Call) as a telephone book entry, select this entry and manually enter the desired telephone number or select another number from the telephone book, the redial list or the caller list.

Dialling Pause: see Fax Polling

Direct-Dial Number (also Extension): Number used to directly dial a specific extension of a private branch exchange (see Private Branch Exchange).

Dual Tone Multi-Frequency (DTMF): see Tone Dialling

Encoding: The data of your fax transmission are encoded and compressed for the transmission. The minimum standard is MH (Modified Huffmann). Better encoding methods are MR (Modified Read) or MMR (Modified Modified Read).

Energy Saving Mode: The laser fax machine is normally in the energy save mode. Whenever you receive a fax or if you would like to print or make a copy, your fax machine will automatically switch back into operating mode (see Warm-Up Phase).

Error Correction Mode (ECM): The ECM method reduces transmission errors that result, for example, from bad telephone lines, thereby reducing the duration of transmissions. Both of the connected fax machines must support ECM.

Fax Groups: Fax machines are classified in terms of internationally standardised fax groups based on their transfer type and speed. Connections between two devices of different groups is possible; the lowest common transfer rate is selected. The determination of the speed takes place during the handshake (see Handshake). Fax groups 1 to 3 are analogue fax machines. Nowadays, groups 1 and 2 are hardly to be found any longer; fax machines of group 3—which have a transfer speed that ranges from 9,600 to 33,600 bps—are currently most standard. Group 4 fax machines are digital devices that function exclusively on ISDN systems. They have a maximum transfer speed of 64,000 bps.

Fax Polling: With active fax polling, one can retrieve a document from another fax machine. For fax polling from a larger company offering several polling services, you can also enter sub-addresses / direct-dial numbers. In order to do this, you must insert a dialling pause between the fax number and the sub-address.

Fax Signal, also CNG Tone (Calling Signal): The tone that a fax machine sends out to announce a fax transmission. When the CNG tone occurs, the fax switch of the device recognises an incoming fax call and starts the fax reception.

Fax Switch: The fax switch checks incoming telephone calls and controls the ringing behaviour of the fax machine. According to the selected mode, fax transmissions will be received either automatically or manually.

Flash Key (R/PAUSE Key): With the flash key, you can make use of additional telephone services if these special functions are enabled for your telephone line. The **R/PAUSE** key has replaced the hook-flash function (see Call Waiting, see Call Toggling).

Handshake: The handshake is the initial and final phase of a fax transmission. After establishing of the connection, fax machines check the group affiliation and features such as size compression or

grey tones. After the fax transmission has been completed and before the connection is terminated, the receiving device confirms receipt of the transmission (see Fax Groups).

Hard modem: The hard modem is a fixed, built-in modem. In contrast to the soft modem, its features and functions are fixed and thus cannot be changed (see Soft Modem, see Modem).

Holding: see Call Toggling

Hook-Flash Function: see Flash Key

Journal: The journal contains information pertaining to the last 30 telephone calls as well as to sent and received faxes and SMS messages. The journal can be printed out manually or the machine can be set to dispense automatic print-outs at specific times (for example after 30 transmissions).

Memory: If there is no paper or toner in your fax machine, the machine will store incoming fax transmissions in its memory. SMS messages are stored in the SMS memory.

Modem: A modem converts digital computer signals into acoustic signals and vice versa. Analogue telephone lines transfer only acoustic signals, not digital signals (see Hard Modem, see Soft Modem).

Outside Line Access Code: The outside line access code is the number or letter that must be dialled before the actual telephone number on a telephone of a private branch exchange in order to establish a connection to the public telephone network (see Private Branch Exchange).

Parallel Connection: see Additional Devices

Plug'n'Print Card: Smart card used to set the toner level memory to full after installing a new toner cartridge.

Polling: see Fax Polling

Private Branch Exchange: Private branch exchanges are common in larger companies. Even private ISDN systems

Abbreviations

AM: Answering Machine

bps: Bits per second (transfer rate)

CCITT: Comite Consultatif International Telephonique et Telegraphique (forerunners of the ITU)

CE: Conformité Européenne

CEPT: Conference Européenne des Administrations des Postes et des Télécommunications (interconnection of the post administrations)

CLIP: Caller Line Identification Presentation (see Caller Identification)

CLIR: Calling Line Identification Restriction (see Caller Identification)

CNG: Calling Signal (see Fax Signal)

DECT: Digital Enhanced Cordless Telecommunication (cordless handset)

dpi: Dots per inch (see Resolution)

DTMF: Dual Tone Multiple Frequency (see Tone Dialling)

ECM: Error Correction Mode (see Error Correction Mode)

GAP: Generic Access Profile (radio protocol for cordless handsets)

IGM: Incoming Message (incoming message on the answering machine)

ISDN: Integrated Services Digital Network

ITU: International Telecommunications Union (organisation of the UN)

LCD: Liquid Crystal Display

LED: Light Emitting Diode

MH: Modified Huffmann (encoding method for faxes, see Encoding)

MHC: Modified Huffmann Code (encoding method for faxes, see Encoding)

MMR: Modified Modified Read (encoding method for faxes, see Encoding)

MR: Modified Read (encoding method for faxes, see Encoding)

MRC: Modified Read Code (encoding method for faxes, see Encoding)

OCR: Optical Character Recognition (text recognition)

OGM: Outgoing Message (outgoing message of the answering machine)

PABX: Private Automatic Branch Exchange

POTS: Plain Old Telephone Service (analogue telephone service with low transfer rate)

PSTN: Public Switched Telephone Network

PTT: Postal, Telegraph and Telephone (organisation)

RAM: Random Access Memory

RJ-11: Registered Jack 11 (c/so Western Plug, standardised telephone plug)

SMS: Short Message Service

TAM: Telephone Answering Machine (answering machine)

TWAIN: Tool Without An Interesting Name (standard for scanner drivers)

USB: Universal Serial Bus (computer connection)

can be branch exchanges. To establish a connection to the public telephone network from a private branch exchange, one must dial a number or press a key before the actual telephone number; in most cases this is zero (see Outside Line Access Code).

Pulse Dialling: see Tone Dialling

Resolution: Number of dots per inch (dpi). For sending and receiving faxes, the resolution options available are Normal, Fine, SFine and Photo. For copying, the available resolutions are Fast, Quality and Photo. The higher the resolution, the longer it takes to complete the transmission.

Scanning: The reading of a document into the fax memory or into the computer in order to send it, copy it or edit it.

Sender Identification: The telephone number and name of the sender as well as the date and time of the fax transmission appear in the upper margin of each received fax.

Serial Connection: see Additional Devices

Soft Modem: The machine does not contain a fixed, built-in modem. A program executes the modem function on demand and accesses the machine memory (RAM). The features and functions of the soft modem can be modified by altering the software (see Hard Modem, see Modem).

Stand-alone: Single work station that is not connected to other workstations over a network.

Sub-address: see Fax Polling

Time Stamp: The exact date and time of receipt appear in the page header of each received fax. A memory buffer guarantees that exact data are issued even after a power loss. In this way, you can verify exactly when a fax has reached you.

Tone Dialling (also Dual Tone Multi-Frequency): In many countries, tone dialling has replaced pulse dialling, in which each number was sent as a corresponding number of pulses. With tone dialling, a specific tone is assigned to each key (referred to as DTMF tones).

Toner Level Memory: Update the toner level memory of your fax machine with the Plug'n'Print card that is included with each new toner cartridge. Your fax machine registers the extent of toner used for every print-out and calculates the toner level of the toner cartridge on that basis. The indicated toner level is only meaningful if you update each new toner cartridge with the Plug'n'Print card that is provided with the cartridge.

Transfer Speed: CCITT/ITU has published international standards for the transmission of data over telephone lines. All short names begin with V, so these are also referred to as V standards. The most important transmission speeds for fax transmissions are:
V.17 – 7,200 to 14,400 bps
V.21 – maximum 300 bps
V.22 – maximum 1,200 bps
V.22 bis – maximum 2,400 bps
V.27 ter – maximum 4,800 bps
V.29 – maximum 9,600 bps
V.32 bis – maximum 14,400 bps
V.34 – maximum 33,600 bps

Warm-Up Phase: Normally, the machine is in the energy saving mode (see Energy Saving Mode). In the warm-up phase, the fax machine heats up the printing unit until it has reached the necessary operating temperature, after which the copy or fax can be printed out.

Functions List

1 Installation

11 COUNTRY 15
List of the available countries

12 LANGUAGE 15
List of the available languages

13 DATE/TIME 15
Entering the date and time

14 NUMBER/NAME 15
Entering telephone number and name

15 LINE TYPE 13
Setting the PSTN / PABX operation

16 TECHNICALS 15, 16
Various settings

17 RING COUNT 17
Setting the number of rings

18 RINGER VOLUME 16
Setting the ring volume

2 Fax

21 TX SPEED 23
Setting the transfer rate

22 POLLING RX 25
Polling a fax from another machine

23 POLLING TX 25
Preparing a transmission for polling send

24 SEND LATER 25
Fax transmission at a later point in time

25 SEND REPORT 23
Settings for Transmission Reports

26 TIME STAMP 24
Activating/deactivating the time stamp

27 FAX ANSW. 16
Setting protected fax reception

28 RECEPTION 24
Settings for fax reception

3 SMS Service

31 SEND SMS 28
Entering and sending SMS messages

32 READ SMS 28
Reading SMS messages

33 DELETE SMS 29
Deleting SMS messages

34 PRINT SMS 29
Printing selected SMS messages

35 PARAMETERS 30, 31
Settings for sending and receiving SMS

36 SMS CENTER 30
Entering the numbers of the SMS center

4 Print

41 FUNCTIONS LIST 15
List of the available functions

42 LOGS 26
Overview of the last 30 transmissions

43 DIRECTORY 20
List of the telephone book entries and groups

44 SETUP 15
List of the fax machine settings

45 COMMANDS 26
List of pending jobs

5 Commands

51 PERFORM 26
Immediate execution of a selected job

52 MODIFY 26
Changing a selected job

53 CANCEL 25, 26
Deleting a selected job

54 PRINT 26
Printing out a selected job

55 PRINT LIST 26
Printing out the list of all pending jobs

6 Others

61 LOCK 17
Setting keyboard lock

62 PRINT.CARTR. 11, 37
Installing a new toner cartridge

Appendix

Technical Data

Measurements (W × H × D)	370 × 200 × 330 mm
Weight	approx. 7.25 kg
Mains Connection	220–240 Volt / 50–60 Hz
Power Consumption	standby < 8,5 W
	transfer < 17 W
	reception < 20 W standard
Recommended Ambient	temperature 17–28 °C
	relative humidity 20–80 %
	non-condensing
Emissions	corresponds to EN 55022 Class B
	EN 61000-3-2
	EN 61000-3-3
Immunity	corresponds to EN 55024

Paper

Automatic Document Feeder	20 documents
Paper Size	A4 · 210 × 297 mm
Paper Thickness	0.08–0.12 mm
Paper Weight	60–90 g/m²
Paper Tray	max. 250 sheets

Toner Cartridge

Capacity (5 % Black – Slerexe Letter)

Starter Cartridge	approx. 1,000 pages
Additional Cartridges	approx. 3,000 pages

Printer

Type	Class 1 Laser Printer
Warm-Up Time	approx. 15 seconds
Resolution	600 × 600 dpi
Printing Speed	10 pages/minute
Print Width	200 mm

Telephone

Connection Type	Public Switched (PSTN)
	Private Branch Exchange (PABX)
Telephone Book Entries	approx. 200

Fax

Device Type	Group 3
Compatibility	ITU-T T.30
Encoding	MH, MR, MMR
Fax Memory	120 pages
Transfer Speed	33.6k
Horizontal Resolution	8 dots/mm
Vertical Resolution	standard 3.85 lines/mm
	fine 7.7 lines/mm

Copier

Type	Black-and-white, 64 grey tones
Resolution	fast 200 × 300 dpi
	quality 400 × 300 dpi
	photo 400 × 300 dpi
Copying Speed	10 pages/minute
Multiple Copies	up to 99 pages

PC Connection (MF 3265)

Connection Type	USB 1.1 (USB 2.0 Full Speed)
Supported Operating Systems	Windows® 98 SE / 2000 / ME / XP
Scanner Driver	TWAIN

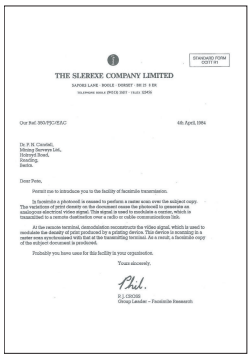
Scanner

Type	Black-and-white, 256 grey tones
Resolution	300 × 300 dpi
Scan Area	max. 218 × 600 mm
Scan Width	208 mm
Speed	6 seconds/A4-page

SMS (Short Message Service)

Gateway	V.23
Memory	30 messages
Message Length	160/640 characters
	(depending on country and telephone network)

Slerexe Letter



THE SLEREXE COMPANY LIMITED

The technical specifications are subject to change without notice.

Guarantee

(UK Terms and Conditions)

ATTENTION

At the beginning of April 2002, SAGEM SA bought the PHILIPS fax business unit. SAGEM SA is now the European Number 1 in fax and offers a complete range of fax terminals with Internet access and SMS function, multifunctional terminals and servers covering the needs of all its customers – from home-users to multinational organisations.

In order to apply the guarantee, you should contact your dealer. Proof of purchase will be required. Should malfunctioning arise, the dealer will advise you what to do.

If you bought your equipment from SAGEM directly, the following shall apply:

A SAGEM undertakes to remedy by repair, free of charge for labour and replacement parts, any defects in the equipment during a period of twelve (12) months from the date of original delivery of the Equipment, where those defects are a result of faulty workmanship. During this twelve month guarantee period, the defective equipment will be repaired free of charge; the customer must however first contact the SAGEM After Sales Department, the phone number of which can be found on the delivery slip or in the instruction manual. Unless the customer has concluded with SAGEM a maintenance contract in respect of the equipment which specifically provides for repairs to be carried out at the customer's premises, the repairs will not be carried out on the equipment at the customer's premises. The following sentence applies to purchases of equipment for the customer's trade, business or profession. Except as otherwise expressly provided in this Document and to the extent permitted by law, SAGEM makes no representations or warranties, express or implied, statutory or otherwise, and to such extent, all terms and conditions implied by law are hereby excluded. This guarantee does not affect the Customer's statutory rights.

B Exclusions From Guarantee

SAGEM shall have no liability under the guarantee in respect of:

- damage, defects breakdown or malfunction due to:
  - failure to properly follow the installation process and instructions for use; or
  - an external cause to the equipment (including but not limited to, lightening, fire, shock or water damage of any nature); or
  - modifications made without the written approval of SAGEM SA; or
  - a failure or neglect to maintain the equipment or inappropriate maintenance; or
  - unsuitable operating conditions, particularly of temperature and humidity; or
  - repair or maintenance of the equipment by persons not authorised by SAGEM; or
- wear and tear from normal daily use of the equipment and its accessories
- damage due to insufficient or bad packaging of equipment when returned to SAGEM
- supply of new versions of software
- work on any equipment or software modified or added without the prior written consent of SAGEM
- malfunctions not resulting from the Equipment or from software installed in user workstations for the purpose of use of the equipment
- communication problems related to an unsuitable environment, including:
  - problems related to access and/or connection to the Internet such as interruptions by access networks or malfunction of the line used by the subscriber or his correspondent
  - transmission faults (for example poor geographical coverage by radio transmitters, interference or poor line quality)
  - the local network fault (wiring, servers, workstations) or the failure of the transmission network
- the normal servicing (as defined in the user guide supplied with the equipment) as well as malfunctioning due to servicing not being carried out, servicing costs are in any event always borne by the customer.

C In the cases set forth in § B as well as after expiry of the twelve month guarantee period, the customer must ask SAGEM for an estimate, and he/she must accept the estimate and agree to pay the charges mentioned in it before returning the equipment to SAGEM. The repair and delivery costs will be invoiced to the customer.

The foregoing shall apply unless otherwise agreed in writing with the customer and only for the UK. If any provision of this guarantee shall be held to be in whole or in part invalid or illegal due to an obligatory rule applicable to consumers pursuant to their national legislation, such invalidity or illegality shall not impair or affect the remaining provisions or parts of this guarantee.

Index

A

Abbreviations 39
Activate/deactivate
  automatic SMS print . . . 30
  lock 17
  name of SMS sender . . . 30
  page header 15
  protected fax reception . 16
  ringer tone 16
  SMS notification 30
  SMS notification tone . . 30
  sorted print-out 24
  time stamp 24
Additional devices 13, 38
  Easylink 14
  fax reception mode . . . 17
  interruption of ringing . . 14
  starting fax reception . . . 14
Additional telephone services 20
Address book
  PC connection 34
Archiving (PC)
  telephone book 35
Attaching
  document outlet tray 8
  document support 8
Automatic
  fax reception 18
  fax reception mode . . . 17

B

Blue key 7
Broadcast 38
  fax transmissions 24
  groups 20, 24
  individual recipients . . . 24
  key 7

C

C
  key 7
Call-by-Call 38
Callers
  key 7
Caller list 38
Calling line identification . 21, 38
Call forwarding 20
Call toggling 20, 38
Call waiting 20, 38
Center
  SMS 30
Chain dialling 20, 38
Cleaning 37
CLIP 21, 38
  symbol on LCD display . . . 7
CNG tone 38
Code
  fax polling 25
  lock 17
  modify at PC 35
  private branch exchange . 13
  protected fax reception . 16
Combine numbers 20
Commands
  see Jobs
Companion Suite
  installation 32
  uninstallation 33
  use 34
Connect
  additional devices 13
  EXT socket 13
  mains cable 9
  telephone cable 9
  telephone handset 9
Connections on the rear side . 6
Contact 48
Contrast
  copy 27
  fax transmission 23
Copy 27
  adjust copies 27
  automatic 27
  contrast 27
  enlarge 27
  key 7
  reduce 27
  resolution 27
  zoom 27
Country
  setting 15
  set at PC 35
Cursor
  movement on display . . . 15

D

Date
  set 15
  set at PC 35
Delete
  group 20
  jobs 26
  SMS message 29
  telephone book entry . . 19
Description
  of the machine 6
Dialled numbers
  key 7
Dialling pause 38
  fax polling 25
  key 7
Directory
  see Telephone book
Display
  toner level 11
Documents
  fax transmission 22
Document jam 37
Document outlet tray
  attaching 8
Document support
  attaching 8
Drivers
  installation 32
  uninstallation 33

E

E-mail
  SMS 29
Easylink 14
Emissions 42
Encoding 38
Energy saving mode . . . 17, 38
Energy Star 48
Enlarge
  copy 27
Enter
  group 20
  group at PC 35
  number and name 15
  symbols 7
  telephone book entry at PC 34
Error correction mode . . . 38
Execute
  jobs immediately 26
EXT
  fax reception mode . . . 17
  socket 13, 18
Extending
  print-out and fax outlet tray 8
Extension 38
External answering machines 13, 18
External devices 13

F

Fax 22
  broadcast 24
  fax memory 23
  fax reception 23
  fax reception mode . . . 17
  groups 20
  insert documents 22
  jobs 26
  journal 26
  manually sending 23
  multiple copies 24
  paper size 22
  polling 25
  polling send 25
  polling with sub-address . 25
  protected fax reception . 16
  redial 23
  resolution for reception . 16
  send 22
  set contrast 23
  sorted print-out 24
  time-deferred sending . . 25
  time stamp 24
  transmission report . . . 23
  transmission speed 23
Fax groups 38
Fax memory 23, 39, 42
  green lamp 23
  protected fax reception . 16
Fax reception 23
Fax reception mode 17
  additional devices . . 13, 17
  key 7
  number of rings 17
Fax switch 38
  see Fax reception mode
  additional devices 13
  key 7
FINE
  key 7
  symbol on LCD display . . . 7
Flash key 38
  telephone services 20
Free hard drive space
  PC connection 32
Functions
  overview 2
Functions list 41
  print 15

G

Green lamp 7, 23
Groups 20
  add group at PC 35
  delete 20
  enter group 20
  fax broadcast 24
  modify 20
  modify group at PC . . . 35
Guarantee 43

H

Handshake 38
Holding 39

I

Immediate polling 25
Immunity 42
Insert
  copy documents 27
  documents 22
  input sheets 12
  Plug'n'Print card 11
  toner cartridge 9
Installation 8
  additional devices 13
  Companion Suite 32
  document outlet 8
  document support 8
  drivers 32
  mains cable 9
  package contents 8
  paper 12
  Paper Port 32
  quick install process 9
  software 32
  telephone cable 9
  telephone connections . . 12
  telephone handset 9
  toner cartridge 9
  unpacking 8
Internal numbers 13
ISDN systems 12

J

Jobs 26
  delete 26
  immediate execute 26
  modify 26
  print 26
  print list 26
Journal 26, 39

K

Keyboard
  lock 17
  quick search 20

L

Language
  setting 15
  set at PC 35
Laser-safety instructions 5
LCD display 7
  symbols 7
LINE
  socket 9
Loading Paper 12
Lock 17
  code 17
  keyboard 17
  modify at PC 35
  number pad 17
Loudspeaker
  dial without lifting handset 19
  key 7

M

Machine
  overview 6
Mains cable
  connecting 9

Appendix

Manual
fax reception 18
fax reception mode . . . 17
Manually Sending
fax 23
Measurements 42
Menu
key 7
Missed phone calls 21
Mode
fax reception 17
key 7
Modem 13, 39
hard modem 39
soft modem 40
Modify
group 20
group at PC 35
jobs 26
telephone book entries . 19
telephone book
entries at PC 34

N

Name
enter 15
enter at PC 35
SMS sender 30
Notification
SMS 30
Notification tone
SMS 30
Number
enter 15
enter at PC 35
Number of rings
set 17
Number pad
lock 17

O

OK
key 7
Operation panel 7
Ordering service 48
Overview
machine 6
operation panel 7

P

PABX
see Private branch exchange
Package contents 8
Page header 15
enter 15
SMS 30
Panel
see Operation paneel
Paper 12
loading 12
Paper jam 37
Paper Port
installation 32
uninstallation 33
use 36
Paper size 42
copying 27
fax 22
Paper weight 42
PC Connection 32
address book 34
default printer 35
display toner level 35
free hard drive space . . . 32
printer 35
requirements 32
scan 36
settings of machine 35
USB connection 32
PHOTO
key 7
symbol on LCD display . . . 7
Plug'n'Print card 9, 39
Polling 25, 38
code 25
immediate 25
send 25
time-deferred 25
with sub address 25
Polling send 25
Power consumption 42
Prefix 13
Print
automatic SMS 30
from PC 35
functions list 15
jobs 26
jobs list 26
journal 26
list of settings 15
multiple copies of fax
reception 24
protected fax reception . 16
SMS message 28, 29
telephone book 20
transmission report . . . 23
Print-out and fax outlet tray . . 8
extending 8
Printing multiple copies
fax reception 24
Private branch exchange . 12, 39
Prefix 13
Profiles
scan 36
Protected fax reception . . . 16
activate/deactivate 16
code 16
modify at PC 35
print 16
PSTN 12
Pulse dialling 40

Q

Quick install process 9
Quick search
telephone book entries . 20

R

R/PAUSE
key 38
Read
SMS message 28
Receive
SMS message 28
Redial 19
fax transfer 23
Reduce
copy 27
Red lamp 7
Requirements
PC connection 32
Resolution 16, 40
copy 27, 42
default setting 16
key 7
scan 36
symbol on LCD display . . . 7
Ringer tone
volume 16
R key
telephone services 20

S

Safety instructions 4
Save
entry telephone book . . 19
Scan 36, 40
resolution 36
Select
key 7
Send
fax 22
fax broadcast 24
fax polling 25
SMS message 28
SMS to e-mail 29
SMS to fax 29
Text2Fax 31
time-deferred 25
Sender identification 40
Set
country 15
date and time 15
keyboard lock 17
language 15
number of rings 17
number pad lock 17
resolution 16
ring tone 16
SMS notification tone . . 30
SMS validity period 31
transmission speed 23
volume of ringer tone . . 16
Settings 15
lock 17
modify at PC 35
number and name 15
page header 15
print list of settings 15
resolution 16
ring tone 16
set country 15
set date and time 15
set language 15
SMS 28, 29
transmission report . . . 23
SFINE
key 7
symbol on LCD display . . . 7
SMS 28
automatic print 30
country settings 28
delete message 29
external cordless telephone 13
green lamp 7, 28
journal 26
key 7
name of sender 30
notification 30
notification tone 30
numbers of central office . 30
print message 29
read message 28
receive message 28
send message 28
send to multiple recipients 28
sub-address 31
symbol on LCD display . . . 7
to e-mail 29
to fax 29
to user account 30
transmission report . . . 23
validity period 31
with sub-address 29
Software
installation 32
uninstallation 33
Sorted print-out
set 24
Special functions
key 7
Speed 40
fax transmission 23
Stand-alone 40
Start
key 7
Starter cartridge 9
Stop
key 7
Sub-address 31, 40
for polling 25
SMS 29
Symbols
enter 7
on the LCD display 7

T

Technical customer service . 48
Technical data 42
Telephone 19
additional devices 13
chain dialling 20
making a telephone call . . 19
redialling 19
telephone book 19
Telephone book 19
add entry at PC 34
archiving (PC) 35
delete entries 19
delete group 20
enter group 20
groups 20
key 7
modify entries 19
modify entries at PC . . . 34
modify group 20
print 20
quick search 20
save new entry 19
use entries 19
Telephone cable
connecting 9
Telephone connections . . . 12
ISDN systems 12
private branch exchange . 12
Telephone handset
connecting 9
Terminal ID
see Sub-address
Text2Fax 31
send 31
Time
setting 15
Time-deferred
polling 25
sending 25
Time stamp 24, 40
Toner cartridge
display level 11
insert 9
installation 9
protection strip 10
remove old cartridge . . . 10
starter cartridge 9
toner level memory 9
Toner level memory . . 9, 11, 40
display 11
display at PC 35
update with Plug'n'Print card 11
Tone dialling 40
Easylink 14
Transmission report 23
Troubleshooting 37
cleaning 37
paper or document jam . 37
Twain
scanner driver 36

U

Uninstallation
Companion Suite 33

drivers 33
Paper Port 33
software 33
Unpacking 8
Update
toner level memory . . . 11
USB port 6
PC connection 32
Use
Companion Suite 34
Paper Port 36
telephone book 19
User account
send SMS 30

V

Validity period
SMS 31
Volume
ringer tone 16

W

Warm-up phase 40
Weight 42

Z

Zoom
copy 27

Contact

Should you have technical problems, please contact our technical customer service:

United Kingdom

Telephone: 02 07 - 536 54 00

Fax: 02 07 - 519 50 24

If you need toner cartridges or other accessories, please call our ordering service:

United Kingdom

Telefon: 08 00 - 358 08 07

E-Mail: dti.faxinfoline@sagem.com

Internet: www.sagem.com

The CE mark confirms that the machine corresponds ot the relevant guidelines of the European Union.

Declaration of Conformity (DoC)

Hereby, **SAGEM Communication Austria GmbH**, declares that this **SAGEM LF 3245** or **LF 3265** is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Should you require a copy of the original DoC, please visit our web site.

As an Energy Star Program Participant, SAGEM Communication Austria GmbH has determined that this product meets the Energy Star guidelines for energy efficiency.

This product is intended for use on an analogue public telecommunications network (PSTN) and for use in the country specified on the type label. Use in other countries can result in faulty functioning.

For more information, please contact the technical service centre for your country. Should problems arise during use of your machine, please contact your retailer first.

This user manual was printed on recycled paper bleached without chlorine. This satisfies the highest standards for low environmental impact. The cardboard packaging used and the packaging inserts of paper and cardboard can be disposed of as waste paper. The plastic foil may be submitted for recycling or disposed of with waste not intended for recycling, depending on the requirements in your country.

The fax machine contains many materials that can be recycled. When you wish to dispose of the machine, please obtain information on the applicable regulations in your country for the recycling of electronic equipment.

This user manual is a document that does not represent a contract. Errors, printing errors and changes are excepted.
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